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ECR-B-102, Part III
United States Department of Agriculture
Agricultural Adjustment Administration
East Central Division
February , 1937

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U. S. Department of Agriculture

1937 AGRICULTURAL CONSERVATION PROGRAM - EAST CENTRAL REGION

Bulletin 102

Part III

INSTRUCTIONS FOR STATE AND COUNTY OFFICES
North Carolina, Virginia, Tennessee, and Kentucky

Re: Requests by producers for Triple Superphosphate

These instructions set forth the procedure to be followed by State and county offices in connection with making triple superphosphate available to producers pursuant to subsection (g) of section 4 of Part I of ECR-B-101 for the States of Tennessee, Kentucky, North Carolina, and Virginia.

Preparation and Approval of Producer's Request by County Office.

Requests for triple superphosphate will be prepared by the county office on Form ECR-103, "Request for Triple Superphosphate". Three copies of the form will be prepared, each copy to be executed in full with all data and signatures. The county office will be responsible for the accurate determination of all information on each request. Special care should be taken to determine accurately the following:

(a) That the soil-building allowance for the farm is accurately determined, taking into account the effect of intended diversion from soil-depleting bases upon the minimum acreage of soil-conserving crops (and the soil-building allowance) for the farm.

(b) That the attention of each producer is called to the provisions of ECR-B-101 regarding the manner of using superphosphate, and that the triple superphosphate is to be applied upon permanent pasture or in connection with specified legumes, grasses, or green manure crops, as required at a rate per acre within the limits specified in ECR-B-101.

(c) That the total pounds of triple superphosphate requested will not require a deduction from payments in excess of the soil-building allowance for the farm.

(d) That each producer is advised of the fact that if the payment to the producer filing the application is not sufficient to cover the deduction required for the triple superphosphate, payments to other producers on the farm are subject to deduction.

(e) That an accurate determination is made of the number of pounds of available P_2O_5 contained in the quantity requested of 43 percent superphosphate; also that an accurate determination is made of the quantity

of 16 percent superphosphate in Tennessee, Virginia, or North Carolina, or of 20 percent superphosphate in Kentucky, required to contain an equivalent number of pounds of available P_2O_5 .

(f) That approval is not given for any application per acre which would result in less than 16 pounds of available P_2O_5 per acre in Tennessee, Virginia, or North Carolina, or less than 20 pounds of available P_2O_5 per acre in Kentucky.

(g) That the request is expressed in units of 100 pounds of triple superphosphate since the material will be delivered in 100-pound bags.

The committee should ascertain that the farm will be operated in 1937 so that deductions will not be made from any soil-building payment because of growing soil-depleting crops in excess of the base or because of failure to have the minimum acreage of soil-conserving crops required for the farm.

In counties where the status of work in connection with the 1937 program is such that the 1937 soil-building allowance for individual farms cannot be accurately determined prior to the time that farmers desire to obtain triple superphosphate, the county committee may, upon approval by the State office, use the following amounts (in lieu of the 1937 soil-building allowance) in approving requests for triple superphosphate:

- (1) For farms which participated in the 1936 program, use 60 percent of the soil-building allowance for the farm in 1936. In cases where the special allowance for pasture, orchards, or truck crops will make a substantial difference in the 1937 soil-building allowance for the farm, 60 percent of the allowance estimated by the county committee for 1937 may be used.
- (2) For farms which did not participate in the 1936 program, use 60 percent of the soil-building allowance estimated by the county committee for the farm in 1937, based upon the provisions of ECR-B-101. Where this procedure is followed, a copy of the 1937 work sheet will accompany the request (Form ECR-103) to the State office.

After approval of the individual producers' requests, the county office will prepare four copies of a tabulation of data from approved requests on Form ECR-104. The county office will also prepare five copies of shipping instructions on Form ECR-105 for the triple superphosphate covered by the approved requests.

Forwarding Producer's Request to State Office. Upon approval of requests by the county office for a total quantity of not less than 20 tons of triple superphosphate (minimum carlot weight), the county office will forward to the State office one copy of each request, three copies of the tabulation on Form ECR-104, and three copies of the shipping instructions on Form ECR-105. Where the request is based upon 60 per-

cent of the estimated soil-building allowance for 1937, a copy of the 1937 work sheet will also accompany the request. Orders exceeding 20 tons will be shipped so that the minimum freight rate per ton will apply to the entire shipment.

In those counties where the number of requests and quantity of triple superphosphate requested are such that it will not be feasible to place an order for 20 tons or more, an order may, upon approval by the State office, be placed for shipment of a car containing less than the minimum carlot weight. However, since freight rates per ton upon such shipments are 30 percent higher than the rates upon shipments containing the minimum carlot weights (20 tons) it is believed that orders should generally be placed in amounts of not less than 20 tons.

In counties where triple superphosphate is being handled in connection with demonstration projects carried out by the Agricultural Extension Service in cooperation with the Tennessee Valley Authority, requests for small amounts of triple superphosphate may be forwarded to the State office, together with three copies of Form ECR-104 and three copies of Form ECR-105. The shipping instructions (Form ECR-105) should indicate that delivery is to be made from the supply available in the county. One copy of Form ECR-105 will be furnished to the person responsible for handling the triple superphosphate in the county at the time the requests are forwarded to the State office. Delivery will not be made to the producer until the approved request has been received from the State office.

Since the quantity of such material available in any county at any time will be less than a carlot, if requests are sufficient to justify the shipment of a car, the forms should be transmitted in the usual manner so that the necessary shipment will be made for the producers under the Agricultural Conservation Program. The person responsible for triple superphosphate stored in the county in connection with the projects in which the Extension Service and the Tennessee Valley Authority are cooperating may be designated to receive and handle the material for members of the Agricultural Conservation Association if mutually agreeable.

Handling Requests at State Office. Each request will be checked by the State office. Data on Form ECR-101 will be used to determine that the soil-building allowance and other data shown on the request are approximately correct. In those cases where the request has been based upon 60 percent of the soil-building allowance for the farm in 1936, in lieu of the 1937 soil-building allowance, the data on Form ECR-10 will be used in determining the correctness of data shown on the request. In cases where the request is based upon 60 percent of the soil-building allowance estimated by the county committee for the farm in 1937, the copy of the 1937 work sheet will be used in determining the correctness of data shown on the request. If necessary, the State office may approve a request for a lesser amount than that requested by the producer. If such a correction is necessary, it should be made on Form ECR-104 by striking out the original figures and entering in red figures the quantity for which the request is approved. In such cases the county office should be careful to make a similar correction in each copy of the producer's request and to notify the producer of the correction.

As soon as requests have been approved at the State Office, such approval to be indicated by signing Form ECR-104 in the space provided, one copy of Form ECR-105 will be forwarded to an official of the Tennessee Valley Authority at Knoxville, Tennessee (even though delivery is to be made from storage in the county), to be designated later, and one copy of Form ECR-105, together with a copy of Form ECR-104, will be forwarded to the East Central Division, Agricultural Adjustment Administration, Washington, D. C. The State office will return one copy of Form ECR-104 to the county office, together with the copy of each producer's request. One copy of Form ECR-104 and one copy of Form ECR-105 will be filed at the State Office.

Delivery of Triple Superphosphate in County. Triple superphosphate will be shipped to the person designated by the County Agricultural Conservation Association. The freight will be paid by the person so designated by the Association upon arrival of the car. When the car is received, five copies of Form ECR-106, "Acknowledgement of Receipt of Shipment", will be executed by the person designated to handle the triple superphosphate, one copy to be forwarded to N. H. Eason, Tennessee Valley Authority, Knoxville, Tennessee, two copies to be forwarded to the State Office, and one copy to be filed at the county office. The State office will forward one copy to the East Central Division, AAA, Washington, D. C.

Notices should be sent to producers immediately upon arrival of the triple superphosphate. Delivery will be made to producers only upon the basis of requests approved by the State office, three copies of which will be in the county office. Prior to delivery each producer will pay his proportionate share of the freight and handling charges to the person designated by the Association to handle the triple superphosphate. The receipt for freight and handling charges will be executed on each copy of Form ECR-103 by the person handling the triple superphosphate for members of the Association. The producer will execute the receipt of three copies of Form ECR-103. One copy of Form ECR-103 will be delivered to the producer at the time he obtains the triple superphosphate, one copy will be retained in the county office files, and the original copy will be transmitted to the State office with the 1937 application for payment. If, after requests are approved at the State office, a producer should withdraw his request or if the county committee determines on the basis of new information that a producer, because of an increase in the acreage of soil-depleting crops or for other reasons, will not earn a payment large enough to cover the deduction for triple superphosphate, the material will be held in the county until another producer's request for such a quantity has been received and approved by the State office.

Issued August 31, 1937

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM - EAST CENTRAL REGION

Bulletin 102

Part III - Supplement 1

INSTRUCTIONS FOR STATE AND COUNTY OFFICES

North Carolina, Virginia, Tennessee, and Kentucky

Re: Requests by producers for triple superphosphate

The instructions set forth herein will supplement those contained in Part III of ECR-B-102, issued February 1937, with respect to the procedure to be followed by State and county offices in connection with making triple superphosphate available to producers pursuant to subsection (g) of section 4 of Part I of ECR-B-101 for the States of Tennessee, Kentucky, North Carolina, and Virginia.

Closing Date for Approving Requests. Requests for Triple Superphosphate Form ECR-103, and accompanying forms, to be approved by the State office are required to be in the State office not later than September 15, 1937.

Adjusting Quantity Requested to the Available Supply. In the event that the total of the quantity of triple superphosphate contained on the requests of producers approved by the State office as of September 15, 1937, is greater than the supply available for filling such requests, the requests shall be filled in the order in which they are received by the designated official at the Tennessee Valley Authority at Knoxville, Tennessee; provided, however, that there shall first be filled any such requests that are from counties to which shipment has not previously been made in accordance with the provisions of the 1937 Agricultural Conservation Program of a quantity of triple superphosphate equal to at least one carload of approximately 20 tons.

RESEARCH REPORT

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

RESEARCH REPORT

THE UNIVERSITY OF CHICAGO

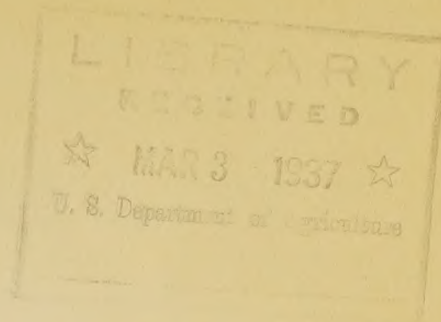
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ECR-B-102, Part IV
United States Department of Agriculture
Agricultural Adjustment Administration
East Central Division
February 25, 1937



1937 AGRICULTURAL CONSERVATION PROGRAM - EAST CENTRAL REGION

Bulletin 102

Part IV

INSTRUCTIONS FOR STATE AND COUNTY OFFICES
Kentucky, Tennessee and Virginia

Re: Increases in Tobacco Soil-Depleting Bases in
Conjunction with Decreases in Soil-Depleting
Bases for Other Kinds of Tobacco.

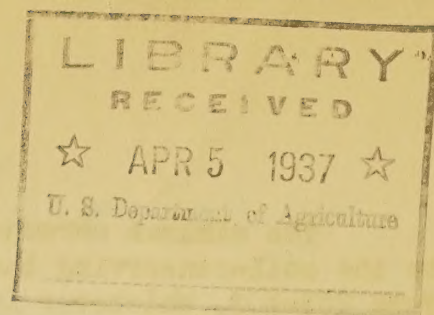
The following procedure is to be followed by State and County Offices in connection with increases in tobacco soil-depleting bases in conjunction with decreases in soil-depleting bases for other kinds of tobacco as provided by supplement (a) to ECR-B-101 for Kentucky, Tennessee and Virginia. Under this provision all or any part of the tobacco soil-depleting base for a farm may be exchanged and if the present base is zero it may be increased by such exchange.

The request for increases will be made on Form ECR-107, "Request for Increase in Tobacco Soil-Depleting Base in Conjunction with a Decrease in the Base for another Kind of Tobacco." This form will be executed in duplicate by the operator, and by the owner if different from the operator, and approved by the County Committee.

A summary of the tobacco soil-depleting base acreage and yield for farms for which requests are filed will be made on Form ECR-108, "Summary of Revisions in Tobacco Soil-Depleting Bases." This summary will show the acreage in the original bases, the transfer made, and the base tobacco acreage and yield as revised. The yield to be entered on the summary will be recommended by the County Committee and will be equitable for the farm as compared with farms in the same locality which are similar with respect to type of soil and productive capacity. The summary will be made out in triplicate and one copy will be retained in the County Office. The original and one copy will be forwarded to the State Office together with the originals of Forms ECR-107 listed thereon. After approval by the State Office a copy of Form ECR-108 will be forwarded to the East Central Division of the Agricultural Adjustment Administration.

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ECR-B-102-Part V
United States Department of Agriculture
Agricultural Adjustment Administration
East Central Division
March, 1937



1937 AGRICULTURAL CONSERVATION PROGRAM - EAST CENTRAL REGION

Bulletin 102

Part V

INSTRUCTIONS FOR STATE AND COUNTY OFFICES

Re: Preparation of Form ECR-109, "Statement of 1937 Bases and Allowance", or Form ECR-110, "1937 Bases and Allowance", Whichever is Applicable.

Two copies of Form ECR-109, or of Form ECR-110, whichever is applicable, will be prepared by the County Office after the 1937 summary sheets (Form ECR-101 or Form ECR-102) have been approved by the State Office. One copy of the form will be furnished to the producer and the other will be retained in the County Office files. Form ECR-110 will generally be used in areas with not more than two soil-depleting bases, and Form ECR-109 will be used in other areas. The contents of the two forms are identical, except for the number of the soil-depleting bases. Where Form ECR-110 is used, the name of any base other than the general soil-depleting base should be typed in the space immediately below the word "general".

To facilitate the preparation of Form ECR-109, or Form ECR-110, tables from which the "acreage maximum diversion and diversion payment per acre" can be read, have been prepared and will be supplied from the State office.

Soil-Depleting Acreage

Base. The soil-depleting bases established for each farm will be obtained from columns 13 through 16 on Form ECR-101, or columns 13 and 14 on Form ECR-102.

Acreage Maximum Diversion. This acreage will be the largest amount for which payment can be received for diversion from each base in accordance with the provisions of ECR-B-101. It should be noted that, for the general soil-depleting base, this entry will be zero if general crops are not grown in excess of home consumption needs on an acreage equal to 15 percent or more of the base. (See tables referred to above).

In computing the acreage maximum diversion, fractions of five-hundredths and less will be dropped and fractions of more than five hundredths will be considered as full tenths. For example, with a Burley tobacco base of 7 acres, the acreage maximum diversion would be 1.7 acres (7 acres x 25% = 1.75 or 1.7).

Diversion Payment Per Acre. The diversion payment per acre for the general soil-depleting crops will be obtained from column 17 of Form ECR-101, or column 15 of Form ECR-102. The diversion payment per acre for cotton, tobacco and peanuts will be determined from the yield per acre of such crop for the farm and the rate per pound for diversion. (See tables referred to above).

Acreage Which Can Be Grown With Largest Diversion Payment. This acreage will be obtained by subtracting the acreage maximum diversion from the base.

Soil-Conserving Acreage

The minimum acreage of soil-conserving crops required in 1937 will be the soil-conserving base from column 25 of Form ECR-101, or column 19 of Form ECR-102, whichever is applicable, plus the acreage maximum diversion.

Soil-Building Allowance

The maximum amount which can be earned by carrying out soil-building practices on the farm will be determined in accordance with the provisions of section 2 of ECR-B-101-Delaware or section 3 of ECR-B-101 for other States. The "minimum" soil-building allowance will be the amount referred to in the preceding sentence minus a number of dollars equal to the number of acres in the acreage maximum diversion. The soil-building allowance will in no case be less than ten dollars on farms eligible to earn a diversion payment or twenty dollars on farms which are not eligible to earn a diversion payment.

Delivery of Forms to Producers

The original of Form ECR-109 or ECR-110 will be delivered to the operator of the farm and the copy will be filed in the County Office. In case the owner of the farm is different from the operator, an additional copy will be prepared and delivered to him.

When preparation of Form ECR-109 or ECR-110 is completed, the operator of each farm should be notified that he may obtain the statement for his farm at the County Office or at a designated place in the community. In case it is not feasible to deliver the form to the operator in person, delivery may be made by mail.

Choice of Diversion or Non-Diversion on Farms With General Base of 20 Acres or Less and No Cotton, Tobacco, or Peanut Base

For these farms, if general crops normally are grown in excess of home needs on an acreage equal to 15 percent or more of the base, the operator should be advised that although he is eligible to divert from the base for his farm, he may elect to have his farm classified as a "non-diversion" farm, and have the soil-building allowance which is provided for this class of farms. If the operator elects to divert, the words "eligible for diversion" should be written at the bottom on Form ECR-109 or Form ECR-110, as the case may be, and he should sign underneath, showing the date of his signature. If he elects to have his farm classified as not eligible for diversion, the words "producer elects not eligible for diversion" should be entered and the operator should sign as indicated above. These entries should be made on the producer's copy of the form and on the County Office copy. The producer should indicate his election as soon as bases have been established. If he desires to change his choice, he may do so at any time within 30 days of the date of the original choice.

Where the form is mailed to the operator of a farm of this class, it should be prepared as though diversion would be made and the following statement should be typed at the bottom of the notice:

"If you do not desire to divert from your soil-depleting base, the soil-building allowance for your farm may be increased from the amount shown above to \$_____. Please notify the County Office immediately of your desire in the matter."

In cases of this kind, the notice to the County Office would be made within 30 days of the date of the mailing of the form.

Issued April 9, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

East Central Division

1937 Agricultural Conservation Program -- East Central Region

Bulletin 102 - Part VI

INSTRUCTIONS FOR STATE AND COUNTY OFFICES

Re: Farms Cooperating in Programs of Soil Conservation
Service or Resettlement Administration

These instructions issued pursuant to section 7 of part 1 of ECR-B-101-Delaware and section 8 of part I of ECR-B-101 for each of the other States in the East Central Region, set forth the procedure to be followed by the county committee in connection with farms participating in the 1937 Agricultural Conservation Program on which a program is carried out in cooperation with the Soil Conservation Service or the Resettlement Administration.

The county committee will approve diversion on any such farm which otherwise would be eligible for diversion under the provisions of the 1937 Agricultural Conservation Program. Bases for such farms will be established in the same manner as for other farms. The committee's approval of diversion on such farms will be indicated by the delivery to the operator of a properly executed Form ECR-109, "Statement of 1937 Bases and Allowance", or Form ECR-110, "1937 Bases and Allowance", whichever is applicable.

The county committee will approve for any such farm, upon request by the operator, any soil-building practice for which payment will be made in the county, except as provided herein. Approval will not be given of any soil-building practice to be carried out on any such farm if the county committee finds in addition to any other factors normally taken into consideration:

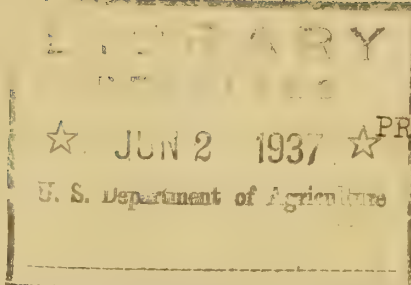
- (1) That the Soil Conservation Service or the Resettlement Administration furnishes any part of the materials or labor used in carrying out the practice on the farm.
- (2) That the practice is not consistent with the recommendations of the Soil Conservation Service or the Resettlement Administration with respect to the farm.

The county committee will furnish to the local representatives of the Soil Conservation Service and of the Resettlement Administration copies of Form ACP-35 which will be executed for each farm in the

county participating in the 1937 Agricultural Conservation Program, where a program is being carried out in cooperation with the Soil Conservation Service or with the Resettlement Administration. On this form the local representative of the Soil Conservation Service or of the Resettlement Administration will list each practice which the farmer proposes to carry out and which such representative states is consistent with the farm plan or cooperative agreement covering such farm. One copy of this form will be returned to the county office, one copy will be furnished to the producer, and one copy will be retained by the local representative of the Soil Conservation Service or of the Resettlement Administration.

The approval of the county committee of the soil-building practices to be carried out on such farm will be indicated by the affixing on Form ACP-35 of the signature of the committeeman who is acting for the county committee. No practice should be certified for payment unless it is listed on Form ACP-35. However, supplemental copies of Form ACP-35 may be filed at a later date should a change in the producer's plan make this necessary.

The operator should be advised that the approval of the county committee of each soil-building practice is given subject to the practice being carried out on the farm in accordance with the provisions of ECR-B-101 for the State without any part of the material or labor for carrying out the practice on the farm being furnished by any State or Federal agency. He should also be advised that in no case may the payment for carrying out soil-building practices on the farm exceed the soil-building allowance for the farm.



PRELIMINARY FOR PURPOSES OF
DISCUSSION

May 17, 1937

PROCEDURE FOR DETERMINATION OF PERFORMANCE

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1937 Agricultural Conservation Program. All supervisors should be advised to be as careful as possible in checking performance. The necessity of showing all persons who share in the crops and their respective shares should be stressed.

Section 1. Assembling necessary forms and information in county office for supervisors.

A. Assemble for each farm

1. Form ECR-113, "Farm Sketch Map".
2. Form ECR-114, "Supervisor's Farm Report--1937".
3. Form ECR-7, "1936 Map of Cropland".

NOTE 1: The above forms for each farm should be placed in an individual 9 x 12 envelope so as to guard against loss or confusion with other forms. Some identification such as the operator's name should be shown on the outside of the envelope so as to facilitate handling.

- B. Entries on Form ECR-114 at county office prior to delivery to supervisor. Enter in section 1 the State and county code, 1937 serial number (also aerial photo number, where applicable) and the name of the operator. Enter in section 2 the base acreage of general soil-depleting crops, peanuts, tobacco and cotton. Also enter in the space provided on the broken line the word "yes" if the farm is eligible for diversion from the general base. Enter in the space provided on the broken line the word "no" if the farm is ineligible for diversion from the general base. Reference to Form ECR-109 (or ECR-110) will be necessary to determine this point. Enter in section 3 the description and location of the farm, if such is necessary for the guidance of the supervisor.

Section 2. Procedure for Supervisor.

- A. Receive from the county office a number of sets of forms for such number of farms as can be visited and checked for performance within a reasonable period of time.

1. Supervisors will keep each set of forms separate.
- B. Visit farms and if possible get the 1937 operator to assist in checking performance. If the operator is unable to assist, have him designate some one as his representative.
 1. The operator should be notified in advance of the visit.
- C. With the assistance of the 1937 operator (or his representative) the supervisor will check performance as follows:
 1. Measure with steel tape or chain under the following conditions:
 - (a) Measure each field (or subdivision of a field) which is in general soil-depleting crops, peanuts, tobacco, or cotton, unless it has been measured accurately before or can be estimated under the provisions of Paragraph C2 below. If two or more general soil-depleting crops (corn, wheat, vegetables, etc) are grown in adjoining fields or in different parts of the same field, a single measurement may be made for such crops. In such cases the estimated acreage, (rather than the measured acreage) of each different crop in the area measured should be shown. Where it appears that the acreage of general soil-depleting crops exceeds the general soil-depleting base, the acreage of such crops should be measured.
 2. Estimate under the following conditions:
 - (a) Estimate each field or subdivision of a field which is in peanuts, tobacco, or cotton, respectively, on any farm, if after careful inspection it is evident that the acreage of peanuts is substantially less than 85 percent of the peanut soil-depleting base, the acreage of tobacco is substantially less than 75 percent of the tobacco soil-depleting base (70 percent in the case of fire-cured and dark air-cured tobacco), and that the acreage of cotton is substantially less than 65 percent of the cotton soil-depleting base. (For farms having a cotton soil-depleting base of 5.7 acres or less, the 1937 acreage of cotton may be estimated if it is substantially more than two acres below the base).
 - (b) Estimate each field of soil-depleting crops under the following conditions:

- (1) If the farm is not eligible to divert from the general soil-depleting base.
- (2) If, after careful inspection, it is evident that the acreage of general soil-depleting crops is substantially less than 85 percent of the general soil-depleting base.
- (c) Estimate acreage of soil-conserving crops except where such acreage appears to be less than the intended reduction of soil-depleting crops for diversion to soil-conserving crops.

Example: It was intended to divert 35 acres of a 100 acre cotton base, but it appeared that there were only 30 acres of conserving crops.

- (d) Estimate acreage on which soil-building practices have been carried out.
- (e) Estimate neutral land uses, such as the area occupied by trees and orchards, idle or fallow land, etc.

NOTE: Where the operator or his representative or supervisor disagree on the supervisor's estimate, the acreage in question should be measured.

D. The 1937 farm sketch map should be made at the time the supervisor checks performance, unless a satisfactory map is available which can be used. The actual shapes of the fields should be shown as nearly as possible.

1. On Form ECR-113, a farm sketch map will be made. Each field will be shown in approximate location and will be given a letter: A, B, or C, etc.
 - (a) Where measurements are made of a field, they should be recorded on Form ECR-113. Both sides of Form ECR-113 may be used if necessary.

- (b) When estimates of the acreage in a field are made, the estimated acreage preceded by the letter "E" (E10, for example) should be entered in the field on the farm sketch map.

NOTE: The 1936 map of cropland, Form ECR-7, will be helpful in making the 1937 farm sketch map.

E. Execution of Form ECR-114 by supervisor. (Sections 2 and 3 of Form ECR-114 will have been filled in by the county office, as indicated in section 1B above).

1. Farm Field Report, (section 1 of Form ECR-114). This section should be filled in by the supervisor at the time he checks performance.

Column (a): The field letter should agree with the field letter on the farm sketch map.

Column (b): Where the acreage in a field was estimated by the supervisor, such estimated acreage should be entered. If the field was measured by the supervisor, the acreage will be determined by the county office from such measurements, and no entry will be made in column (b) in such instances by the supervisor.

Column (c): Show all crops grown (including green manure crops or crops pastured) or seeded on each field not later than October 31, 1937. Indicate subdivisions of fields as A1, A2, etc, where two or more of the crops, "general crops", peanuts, tobacco, or cotton, are grown in the same field. Field subdivisions need not be indicated where the field is used for two or more general soil-depleting crops, unless the crops are shared in different ways by different producers so as to make impracticable showing only one field, in which event subdivisions may be shown as A1, A2, etc. Examples follow:

A ten acre field in which is grown six acres of cotton and four acres of corn will be shown as "A1-6 acres cotton" and "A2-4 acres corn".

A ten acre field of oats and lespedeza will be shown as "oats and lespedeza". In this example a note should explain the disposition of the oats ("oats cut for hay" or "oats pasture", etc.), since the classification of the land will be affected by such.

A ten acre field of corn and peanuts will be shown as "corn and peanuts" provided the peanuts occupy at least half the ground and obtain a good growth.

A ten acre field of early potatoes followed by corn which is followed by winter oats and crimson clover may be shown as "potatoes-corn-winter oats-crimson clover".

A ten acre field having two acres of potatoes, 8 acres of corn, two of which followed the potatoes, and two acres idle, may be shown as "potatoes-corn 2 acres", "corn 6 acres" and "idle-2 acres".

Where crops are interplanted in orchards, the supervisor should estimate the areas occupied by the trees and that occupied by the interplanted crop and enter this estimate in column (c), such as "orchard 1/2-blue grass 1/2", for example.

- Column (d): Enter in column (d) the acreage of depleting crops for the corresponding depleting crop described in column (c). Where a depleting crop followed a depleting crop on the same land in 1937, the acreage figure of the second such crop should be circled, (or if a general crop was grown on the land used for cotton, tobacco, or peanuts, circle the acreage of the general crop).
- Column (e): Enter in column (e) the acreage of the conserving crop listed in column (c). If the conserving crop in column (c) followed a depleting crop or was grown in combination with a depleting crop, the acreage figure in column (e) should be circled. The entire acreage of the conserving crop should be entered in column (e) in every case.
- Column (f): Enter in column (f) the acreage of the field classified as neutral cropland. For example, the acreage or orchard actually occupied by trees of the acreage of idle cropland should be entered in column (f).
- Column (g): Enter in column (g) the acreage of non-cropland in the field.
- Column (h): Enter in column (h) the description of soil-building practices as shown in

section 4. Practices of seeding legumes and perennial grasses and growing green manure crops and cover crops should be substantiated by the crops shown in column (c). Likewise, the practices of mulching orchards should be substantiated by an orchard entry in columns (c) and (f). The practice of application of superphosphate should be substantiated by an entry of a crop in column (c), which is eligible for the application of superphosphate. Where lime or superphosphate is applied, or where terraces are constructed, the total pounds of lime or superphosphate applied, or the total feet of terrace constructed should be recorded in column (h). For example: "lime (kind) 20,000 pounds", "terrace 1500 feet", etc.

Column (i): The acreage on which soil-building practices were carried out should be entered in this column.

Column (j): In column (j) may be entered brief notations by the supervisor regarding any evidence produced by the operator showing that practices have been carried out and also any practices which are intended to be carried out prior to October 31, 1937.

Column (k): Column (k) will not be used unless there are tenants or share-croppers. The name of the tenant should be listed on the first line in all cases and the name and address of the share-cropper should be listed on the second line in all cases. The owner's name will not be listed in column (k) in any instance. For instance, if the crop is shared by the owner, John Smith, share tenant, Sam Jones, and share-cropper, Joe Brown, the name Sam Jones will be entered on the first line and the name Joe Brown will be entered on the second line of column (k).

Column (l): Enter in column (l) the fractional share of the crop representing the share due the share tenant and share-cropper. If there are no tenants or croppers, no entries will be made in column (l).

Column (m): Enter in column (m) the fractional share of the work stock and equipment furnished with respect to the depleting crops in the field by the share-tenants and share-croppers. Where two or more producers jointly own the work stock and equipment which is used on the entire farm, the fractional share of each should be shown opposite their names and above the fractions should be entered the word "farm" to indicate that the work stock and equipment are used for the entire farm. This entry need be made only once for each producer furnishing the work stock and equipment.

Where different producers furnished the work stock and equipment with respect to the crops of different producers on the farm, the acreage of the crop and each field with respect to which each producer furnished the work stock and equipment must be shown opposite such producer's name.

Columns (n), (o), and (p): The supervisor will make no entries in columns (n), (o) and (p).

Column (q) Enter in column (q) the fractional share of the crop for each field which represents the owner's share. If there are no tenants or croppers and the owner receives all of the crop, the figure "1" or the word "all" may be entered.

Column (r): Enter in Column (r) the fractional share of the work stock and equipment furnished by the owner with respect to the depleting crops in the field. If the owner furnished all of the work stock and equipment with respect to the field the figure "1" or the word "all" may be entered.

Column (s): The supervisor will make no entry in column (s).

Land furnished: Where the land is furnished by more than one producer, the acreage furnished by each such producer should be entered in parentheses by the side of such producer's name.

2. Other Farms Owned or Operated (Section 4 of Form ECR-114). The supervisor should identify carefully other farms owned or operated by the owner or share-tenant. Serial numbers or descriptions may be used.
3. Operator's Certificate (Section 7 of Form ECR-114). The signature of the operator or of his representative should be obtained immediately after performance is checked by the supervisor.

Sec. 3. Checking Supervisor's Report in County Office. Supervisors should mail completed farm reports to the county office at the end of each day for the first week during which they work, and thereafter twice during the week, or at the end of the week, as instructed by the county office. The supervisor's report should be checked promptly upon receipt at the county office. The supervisor should be advised of any errors and should be instructed to make any necessary corrections and to obtain any information which was missing on his report. If necessary, supervisors should be requested to come to the county office for further instructions.

In checking supervisor's reports, the county office should, first, prepare sections 1 and 3 on supplement 1 to form ECR-114, and, second, work out among the producers on the farm the division of crops, practices, work stock and equipment furnished and land furnished.

A. Preparation of sections 1 and 3 on Supervisor's Farm Report, Form ECR-114.

1. Crop Acreages- Section 1 of Supervisor's Farm Report. The 1937 farm acreage totals for general soil-depleting crops, peanuts, tobacco, and cotton should be entered in the spaces provided. If a general depleting crop was grown on land used for peanuts, tobacco, or cotton, in 1937, the acreage of the general crop should be circled. If two or more general depleting crops were grown on the same acreage, only one of the crops should be counted in the acreage totals for the farm and the acreage figure for the other crop(s) should be circled. For example, if 10 acres of corn was grown following 10 acres of potatoes, the potato acreage should be shown as 10 and the corn acreage shown as (10). If 5 acres of corn was grown not following another depleting crop and 5 acres of corn was grown following 5 acres of potatoes, the potato acreage would be shown as 5 acres and the corn acreage would be shown as 5 (5).

In line 16 should be entered the totals of the figures in lines 4-15 inclusive which are not circled. The word "Yes" or "No", whichever is applicable, in-

dicating whether or not the farm is eligible for diversion from the general base should be entered on the broken line.

In line 17 should be entered the totals of the figures in lines 1-15 inclusive which are not circled.

In lines 18-26 inclusive, the names and acreages of conserving crops should be entered and the acreages recorded in the proper columns. For example, 10 acres of alfalfa should be shown as "alfalfa" and the figure 10 entered in the column headed "alone". In the case of 10 acres of corn and beans, the words "corn and beans" should be shown and the figure 5 entered in the column headed "On depleting acreage". Ten acres of crimson clover following 10 acres of corn would be listed "Crimson clover-corn" and the full figure 10 entered in the column headed "On depleting acreage". If two conserving crops are grown on a tract of land, such crops cannot be counted as conserving for an acreage greater than the acreage in the tract. For example: 10 acres of soybeans cut for hay followed by crimson clover will be shown on the first line as "Soybeans" and the figure 10 entered in the column headed "Alone", and on the following line as "Crimson clover after beans" and the figure 10 entered in the column headed "Alone" and circled.

10 acres of oats and crimson clover cut for hay and followed by corn and soybeans will be shown as follows:

The oats and corn will have been entered on separate lines as depleting crops as follows respectively: "Oats and crimson clover" and "Corn and Beans". The figure 10 will have been entered on the acreage for oats and the figure 10 circled will have been entered as the corn acreage. In the conserving crop space the crops would be shown on separate lines as "crimson clover on oats" and "Beans in corn". The figure 5 should be entered in the column headed "on depleting acreage" for each crop.

In line 27 should be entered the two totals of figures in lines 18-26 inclusive.

In line 28 should be entered the acreage of orchards and vineyards less any acreage occupied by interplanted crops.

In line 29 should be entered the acreage of neutral or idle cropland other than orchard area.

In line 30 should be entered the total acreage of cropland as determined from the supervisor's report and as recorded on ECR-101 or 102.

In line 31 should be entered the acreage of open non-crop pasture as determined from the supervisor's report and as recorded on ECR-101.

In line 32 should be entered the acreage of other non-cropland.

In line 33 should be entered the acreage of farm land.

2. Soil-Building Practices- Section 4 of Supervisor's Report.

Enter in the space provided the proper code and also brief description of each approved practice carried out on the farm not later than October 31, 1937. The acres or units will be shown in the space provided. The rate of payment per acre or unit should be entered in the column headed "rate."

10 acres of alfalfa seeded should be shown in the first column as "A-1 Alfalfa" and in the second column the figure 10 should be entered. The rate of payment per acre should be entered in the column headed "rate!"

10 acres of crimson clover turned under as green manure should be shown as "B-2 Crim. Cl. turned" and the figure 10 should be entered in the second column. The rate of payment per acre should be entered in the column headed "rate".

If two acres of soybeans were turned under on land normally used for commercial vegetables and growing the soybeans as a green manure crop resulted in the production of one less depleting crop on the land in 1937 the practice should be shown as "B-3 Soybeans turned" and the figure 2 entered in the second column. For example, the soybeans might be grown in place of corn following potatoes. The rate of payment would be entered in the column headed "rate".

15 tons of mulching material applied on 2 acres of orchard should be shown as "C-15 tons Mulch Orchard" and the figure 2 entered in the second column (regardless of the fact that payment cannot be made on more than 5 tons per acre). The rate of payment per ton should be entered in the column headed "rate".

5 acres of forest trees planted on cropland should be shown as "D-1 trees- cropland" and the figure 5 entered in the second column. The rate of payment per acre should be entered in the column headed "rate".

5 acres of woodland pruned and thinned should be shown as "E Woodland" and the figure 5 entered in the second column. The rate of payment per acre should be entered in the column headed "rate".

20,000 pounds of lime applied on 3 acres should be shown as "F-1 Lime 20,000 lbs" and the figure 2 entered in the second column. The rate of payment per ton should be entered in the column headed "rate".

500 pounds of lime drilled with seed of red clover on 1 acre should be shown as "F-2 Lime 500 lbs drilled Red Cl." and the figure 1 should be entered in the second column. (The seeding practice for the red clover should be shown separately). If supervisor showed burned lime applied in section 5 it would be necessary for the equivalent in ground limestone to be computed in the county office. The rate of payment per ton should be entered in the column headed "rate".

600 pounds of 16% superphosphate applied to one acre of red clover should be shown as "G-2, 600 lbs. 16% phos. Red. Cl." and the figure 1 should be entered in the second column (even though the application exceeds that for which payment can be made). The rate of payment per 100 lbs. should be entered in the column headed "rate".

500 pounds of AAA superphosphate applied to 5 acres of lespedeza grown with wheat should be shown as "G-3 500 #AAA Phos. Lesp. & Wheat" and the figure 5 showing the acreage should be entered in the second column. The rate of payment per 100 lbs. should be entered in the column headed "rate".

100 pounds of potash applied to 1 acre of crimson clover turned as green manure should be shown as "H-1 100 lbs. Potash Cr. Cl. turned" and the figure 1 should be entered in the second column. The rate of payment per 100 lbs. should be entered in the column headed "Rate".

1500 feet of terrace on 6 acres should be shown as "I terrace - 1500 feet" and the figure 6 should be entered in the second column. The rate of payment per 100 feet should be entered in the column headed "rate".

10 acres subsoiled should be shown as "J Subsoil" and the figure 10 should be entered in the second column. The rate per acre should be entered in the column headed "rate".

The summary of practices should be checked against the supervisor's entries in order to assure accuracy.

B. Division among Producers of Crops, Work Stock and Equipment Furnished, and Practices.

1. The county office may summarize the acreages of general depleting crops , peanuts, tobacco and cotton for the different producers as follows:

Share-croppers: On the line on which the share-cropper's name appears enter in column N of form ECR-114 all of the field letters in which such cropper is interested. In column O enter the total acreage for all the fields indicated in column N. Multiply the fraction in column L by the entry in column O and enter the result in column P. (If the sharecropper shares differently in the crops on different fields, it will be necessary to perform this operation as many times as the different fractional share occurs.)

Share-tenants: Crop acreage totals for share-tenants may be obtained on a separate sheet of paper and entered in column P.

Owner: Multiply the fraction in column Q by the acreage entries in column O and enter the results in column S. Add the entries in column 5.

2. The work stock and equipment furnished by the different producers may be summarized as follows:

Where fractional shares have been entered to show the amount due two or more producers who own the work stock and equipment for the entire farm it will be necessary to apply such fractions to the total depleting acreage in 1937.

Where the work stock and equipment have been furnished by different producers with respect to the crops of different producers on the farm, the respective acreages shown for such producers will be added together.

- 3.
3. Practices:

The payments for the various practices may be divided on the basis of the indications made by the supervisor as to which producers shared in the different practices. This may be done on a separate sheet of paper (or if there is sufficient space on Form ECR-114 in Sec. 5, the division may be made on such form). If the word "yes" has been written by the supervisor by the names of the producers sharing in the various practices or if the supervisor made any notes indicating how practices were shared, the summary of such practices should be made accordingly.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
EAST CENTRAL DIVISION

JUL 22 1937

1937 Agricultural Conservation Program—East Central Region

PROCEDURE FOR DETERMINATION OF PERFORMANCE

(APPLICABLE IN THE STATES OF KENTUCKY, NORTH CAROLINA,
TENNESSEE, VIRGINIA, AND WEST VIRGINIA)

East Central Region Bulletin 102 Part VII

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1937 Agricultural Conservation Program.

State supervisors working under the direction of the State office will visit each county within 30 days after the local supervisor starts working and unless the work is near completion at that time will visit the county again when the work is completed. The State supervisors will check at least one farm reported by each local supervisor and at least 3 percent of all farms in each county. Not less than one-half of the local supervisor's reports which are checked in each county will be selected at random. The State supervisor will check such part of the local supervisor's report on a farm as is required for him to become satisfied that the report is accurate. A list will be kept of the farms which are checked and a complete report will be made of any errors that are found. A copy of such report on each farm will be filed in the county office and a copy will be filed in the State office. Local supervisors will not be paid until their work has been checked and found to be satisfactory.

SECTION 1. ASSEMBLING IN COUNTY OFFICE NECESSARY FORMS AND
INFORMATION FOR SUPERVISORS

A. Assemble for each farm:

1. Form ECR-113, "Farm sketch map."
2. Form ECR-114, "Supervisor's farm report—1937."
3. Form ECR-7, "1936 map of cropland."

The above forms for each farm should be placed in an individual 9- by 12-inch envelope so as to guard against loss or confusion with other forms. Some identification such as the operator's name should be shown on the outside of the envelope so as to facilitate handling.

B. Make the following entries on form ECR-114 at the county office prior to delivery to the supervisors:

1. State and county code, 1937 serial number, aerial photo number if applicable, and the name and address of the operator in the spaces provided;
2. In section 2, the base acreage of general soil-depleting crops, peanuts, tobacco, and cotton, and the word "Yes" or the

word "No" to show whether the farm is eligible for diversion from the general base (reference to form ECR-109 or ECR-110 will be necessary to determine whether or not the farm is eligible for diversion from the general base); and the soil-conserving base;

3. In section 3, the location of the farm, if such is necessary for the guidance of the supervisor.

SEC. 2. PROCEDURE FOR SUPERVISORS

A. Receive from the county office a number of sets of forms for such number of farms as can be visited and checked for performance within a reasonable period of time.

1. Supervisors will keep the set of forms for each farm in a separate envelope.

B. Visit farm and, if possible, get the 1937 operator to assist in checking performance. If the operator is unable to assist, he should designate someone as his representative to assist supervisor. The supervisor is not to go upon any farm, or engage in any activity thereon in checking performance, unless the operator acquiesces.

1. The operator should be notified in advance of the visit.

C. With the assistance of the 1937 operator (or his representative) the supervisor should determine acreages of crops and other land uses as follows:

1. Measure (unless accurate measurements are already available) all acreages in the farm upon which a payment (or a deduction) will be based. Record separately the data for cotton, peanuts, tobacco, each general soil-depleting crop, and each soil-building practice, respectively.
2. Estimate as follows acreages which will not affect the amount of the payments:
 - (1) Estimate each field or subdivision of a field which is in general soil-depleting crops, peanuts, tobacco, or cotton, respectively, on the farm, if after careful inspection it is evident that the acreage of each of such crops is at least 20 percent below the maximum acreage which can be grown with full diversion payment therefor.
 - (2) Estimate each field of general soil-depleting crops if the farm is not eligible for diversion from the general soil-depleting base and an acreage of general crops has not been grown in excess of the base.

D. The 1937 farm sketch map should be made at the time the supervisor checks performance, unless a satisfactory map is available which can be used. The actual shapes of the fields should be shown as nearly as possible. The 1936 map of cropland, form ECR-7, will be helpful in making the 1937 farm sketch map.

1. On form ECR-113, a farm sketch map will be made. Each field will be shown in approximate location and will be identified by a capital letter: A, B, or C, etc.

E. Execution of form ECR-114 by supervisor.

1. Farm field report (sec. 1 of form ECR-114). This section should be filled in by the supervisor at the time he checks performance. The supervisor will make no entries in columns marked with an asterisk (*).

COLUMN a: The field letter entered in column *a* should agree with the field letter on the farm sketch map.

COLUMN b: Where the acreage in a field is determined by the supervisor (or where the acreage is already available) such acreage should be entered in column *b*. If the acreage in the field is determined at the county office from the supervisor's measurements, no entry will be made in column *b* by the supervisor.

COLUMN c: Show all crops grown (including green manure crops or crops pastured) or seeded on each field not later than October 31, 1937, except that small grains seeded alone in the fall of 1937 need not be shown. Indicate subdivisions of fields as A1, A2, etc., where two or more depleting crops are grown in the same field. If two or more producers have separate acreages of the same crop in the same field, a subdivision of the field should be shown for each producer, and the estimated acreage in each producer's separate crop should be shown. For example: A 30-acre field of cotton is shared as follows: John T. Smith, landlord, gets one-fourth of 30 acres; Sam B. Jones, share-tenant, gets one-fourth of 30 acres; Joe S. Brown and Tom J. Green, sharecroppers, each get one-half of 15 acres. In such case, two subdivisions of 15 acres should be shown as A1 and A2. The sharecroppers would be shown in column *k* once each, the sharetenant would be shown twice in column *k*.

In order to check approximately the crops of several producers on the same farm, it may be desirable to record the estimated acreage in the crop of each such producer and balance the sum of such acreages with the estimated total acreage of the crop on the farm.

Examples of various combinations of crops in fields follow:

A 10-acre field in which is grown 6 acres of cotton and 4 acres of corn may be shown as "A1-6 acres cotton" and "A2-4 acres corn."

A 10-acre field of oats and lespedeza will be shown as "Oats and lespedeza." However, in this kind of case a note should explain the disposition of the oats ("Oat hay" or "Oats pasture", etc.), since the classification of the land will be affected by such disposition.

A 10-acre field of early potatoes followed by corn which is followed by winter oats and crimson clover may be shown in one field as "Potatoes—corn—winter oats—crimson clover", unless different producers share the depleting crops in such manner as to require use of subdivisions.

A 10-acre field in which are grown 2 acres of potatoes, 8 acres of corn, 2 of which followed the potatoes, and

2 acres idle, may be shown as "Potatoes—corn 2 acres", "Corn 6 acres" and "Idle 2 acres." One field space may be used unless different producers share the depleting crops in such manner as to require use of subdivisions.

Where crops are interplanted in orchards, the supervisor should estimate the proportion of the area occupied by the trees and that occupied by the interplanted crop and enter this estimate in column *c*, such as "Orchard $\frac{1}{2}$ -blue grass $\frac{1}{2}$ ", for example.

COLUMN *d*: Enter in column *d* the acreages of depleting crops for the corresponding depleting crops described in column *c*. Where two depleting crops are grown in succession on the same land in 1937, the acreage figure of the second such crop should be circled (except that if a general crop was grown on the land used for cotton, tobacco, or peanuts, the acreage of the general crop should be circled).

COLUMN *e*: Enter in column *e* the acreages of the corresponding conserving crops described in column *c*. If the conserving crop in column *e* followed a depleting crop or was grown in combination with a depleting crop, the acreage figure in column *e* should be circled. The entire acreage of the conserving crop should be entered in column *e* in every case. For instance, a 10-acre field of wheat harvested and grown with lespedeza would be shown in column *d* as 10 acres and in column *e* as 10 acres circled.

COLUMN *f*: Enter in column *f* the acreage of the field classified as neutral cropland. For example, the acreage of orchard actually occupied by trees or the acreage of idle cropland should be entered in column *f*.

COLUMN *g*: Enter in column *g* the total acreage of noncropland in the field. The acreage of fenced noncrop open pasture in the field which is capable of carrying at least one animal unit for each 5 acres should be entered separately in column *g* and circled.

COLUMN *h*: Enter in column *h* the description of soil-building practices as shown in section 4 of these instructions. Practices of seeding legumes and perennial grasses and growing green manure crops and cover crops should be substantiated by the crops shown in column *c*. The practice of application of superphosphate should be substantiated by an entry of a crop in column *c* which is eligible for the application of superphosphate. If 500 to 999 pounds of ground limestone or equivalent is applied it should be substantiated by a crop on which an application at this rate can be approved, and it should have been applied by drilling with the specified legumes or grasses. The total quantity of the materials used in connection with each practice such as seed used in seeding legumes or perennial grasses, the total pounds of lime or superphosphate applied, or the total number of feet of terrace constructed, should be recorded in column *h* under "Materials used." For example: "Lespedeza 100 pounds"; "Red clover 200 pounds"; "Terrace 1,500 feet"; etc.

COLUMN *i*: The respective acreages on which soil-building practices were carried out should be entered in this column. In determining whether a person incurred expense in carrying out a soil-building practice which entitled him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without receiving compensation therefor.

Where two or more producers are to share in the payment for any practice, the letters PS in parentheses—thus, (PS)—should be placed opposite the name of the share-tenant or sharecropper in column *k* to indicate that a share of the practice is to be credited to the tenant or cropper. Similarly, the letters (PS) should be placed at the right-hand margin of the line on which the practice is recorded (at the right of the figure representing the number of the line) to indicate that a part of the practice is to be credited to the owner. Where only one producer is entitled to the practice payment for the entire farm his name may be entered above column *k*.

COLUMN *j*: In column *j* the supervisor will enter a notation of the evidence supplied by the farmer of practices carried out. Also enter a statement of any practice intended to be carried out on the farm not later than October 31, 1937. This statement will be used to determine whether it appears likely that the farmer will earn his soil-building allowance, and to indicate practices which will need to be checked later.

COLUMN *k*: This column (as well as the accompanying columns *l* and *m*) will not be used unless there is a share-tenant or a sharecropper. The name and address of the tenant should be listed on the upper half of the line in all cases, and the name and address of the sharecropper should be listed on the lower half of the line in all cases. The owner's name will not be listed in column *k* in any instance. For example: If the crop is shared by the owner John T. Smith, share-tenant Sam B. Jones, and sharecropper Joe S. Brown, the name Sam B. Jones will be entered on the upper half of the line in column *k* and the name Joe S. Brown will be entered on the lower half of the line in column *k*. The name of the owner will be entered in all cases in the space provided above columns *g*, *r*, and *s*.

COLUMN *l*: Enter in column *l* for each field or subdivision of a field the fractional share of the crop (or the proceeds thereof) to which the share-tenant or sharecropper is entitled. If there is no tenant or cropper, no entry will be made in column *l*. If there is only a share-tenant whose share in all depleting crops is the same, the fractional share of the tenant and the owner need be shown but once for each depleting crop.

COLUMN *m*: Where one share-tenant (or sharecropper) furnished all of the workstock and equipment for the entire farm, the word "All" should be entered in column *m*.

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on the line on which the name of such producer appears. Where two or more producers jointly furnished the workstock and equipment which is used on the entire farm, the fractional share of each should be shown in column *m* opposite his name and above such fractions should be entered the word "Farm" to indicate that the workstock and equipment are used for the entire farm. This entry need be made only once for each such producer jointly furnishing the workstock and equipment for the entire farm.

Where different producers furnished the workstock and equipment with respect to the depleting crops of different producers on the farm, the acreage of the depleting crop in each field with respect to which each producer furnished the workstock and equipment should be shown opposite such producer's name in column *m*. (The acreage for the owner in such case should be shown in column *r*.)

COLUMNS *n**, *o**, and *p**: The supervisor will make no entries in columns *n*, *o*, and *p*.

COLUMN *q*: Enter in column *q* the fractional share of the owner in the depleting crop for each field. If there is no tenant or cropper and the owner receives all of the crop, the word "All" may be entered.

COLUMN *r*: Enter in column *r* the part of the workstock and equipment furnished by the owner.

If the owner furnished all the workstock and equipment for the entire farm, the word "All" should be written in column *r*. Such entry need be made but once.

If the owner and another producer jointly furnished the workstock and equipment for use on the entire farm, enter the fractional interest of the owner in column *r* and write the word "Farm" above the fraction.

If different producers furnished the workstock and equipment with respect to the depleting crops of different producers on the farm, the acreage of the depleting crop in each field with respect to which the owner furnished the workstock and equipment should be entered in column *r*.

COLUMN *s*: The supervisor will make no entry in column *s*.

Land furnished: Where the land is furnished by more than one producer, the acreage furnished by each such producer should be entered in parentheses immediately following such producer's name.

2. Other farms owned or operated (sec. 4 of form ECR-114). The supervisor should identify carefully other farms owned or operated by the owner or share-tenant. Serial numbers or descriptions may be used.
3. Operator's certificate (sec. 5 of form ECR-114). The signature of the operator or of his representative should be obtained immediately after performance is checked by the supervisor and the form ECR-114 has been filled in (with the exception, of course, of the entries which require computations by the county office or are to appear in columns marked with an asterisk (*)).

SEC. 3. CHECKING SUPERVISOR'S REPORT IN COUNTY OFFICE

Supervisors should deliver or mail completed farm reports to the county office at the end of each day for the first week during which they work, and thereafter twice during the week, or at the end of the week, as instructed by the county office. The supervisor's report should be checked promptly upon receipt at the county office. The supervisor should be advised, without delay, of any errors he has made and should be instructed to make any necessary corrections and to obtain any information which is missing on his report. Promptness in checking the supervisor's reports will save much time and effort. Preparation of form ECR-115, as provided below, and preparation of a pencil copy of form ECR-117, "Application for payment", will be the best check which can be made on the supervisor's report.

In checking supervisor's reports, the county office should (after entering the State and county code and serial numbers, aerial photo number if applicable, and the name and address of the operator in the space provided) first, prepare sections 1 and 2 on form ECR-115, and, second, work out from form ECR-114 for the respective producers on the farm the division of crops, practices, workstock, and equipment furnished, and land furnished.

A. Preparation of sections 1 and 2 of the "Summary of supervisor's farm report", form ECR-115.

1. Farm acreages for 1937 (sec. 1 of form ECR-115). The 1937 farm acreage totals for the different general soil-depleting crops, for peanuts, for tobacco, and for cotton should be entered in the space provided. If two or more depleting crops were grown on the same acreage, only one of the crops should be counted in the acreage totals for the farm and the acreage figure for the other crop(s) should be circled. If peanuts, tobacco, or cotton were grown on land used for a general depleting crop in the same year, the acreage of the general crop should be circled. For example, if 10 acres of corn were grown following 10 acres of potatoes, the potato acreage should be shown as 10 and the corn acreage shown as 10 circled. If 8 acres of corn were grown without following another depleting crop and 5 acres of corn were grown following 5 acres of potatoes, the potato acreage would be shown as 5 acres and the corn acreage would be shown as 8 not circled and 5 circled. (On farms in Kentucky or West Virginia, if summer legumes were grown as an emergency hay crop to replace a shortage of feed on the farm caused by drought or other unfavorable weather conditions in 1936 or 1937, the acreage of such crops which the county committee determines was so grown should be circled and not counted in the acreage totals for general soil-depleting crops.)

The base acreages of general soil-depleting crops, peanuts, tobacco, and cotton should be entered in the space provided. The word "Yes" or "No" should be entered to indicate whether the farm is eligible for diversion from the general soil-depleting base.

In line 13 should be entered the totals of the figures in lines 1 to 12 inclusive, which are not circled.

In line 17 should be entered the total of the 1937 acreage figures in lines 13 to 16, inclusive.

In lines 18 to 26, inclusive, the names and acreages of conserving crops should be entered in the proper columns. For example, 10 acres of alfalfa should be shown as "alfalfa" and the figure 10 entered in the column headed "Alone." In the case of 10 acres of wheat harvested and lespedeza, the words "wheat harvested and lespedeza" should be shown and the figure 5 entered in the column headed "On depleting acreage." Ten acres of crimson clover following 10 acres of corn should be listed "Crimson clover—corn" and the full figure 10 entered in the column headed "On depleting acreage." If two conserving crops are grown on a tract of land, such crops cannot be counted as conserving for an acreage greater than the acreage in the tract. For example, 10 acres of lespedeza cut for hay followed by crimson clover will be shown on line 18 as "Lespedeza" and the figure 10 entered in the column headed "Alone", and on the following line as "Crimson clover after lespedeza" and the figure 10 entered in the column headed "Alone" and circled.

Ten acres of oats and crimson clover cut for hay and followed by corn and crimson clover will be shown as follows:

In the conserving crop space the crops would be shown on separate lines as "Crimson clover on oats" and "Crimson clover after corn." The figure 5 should be entered in the column headed "On depleting acreage" for the entry "Crimson clover on oats." The figure 5 should be entered in the column headed "On depleting acreage" as the acreage of the "Crimson clover after corn" since not more than the entire acreage may be counted conserving. (The oats and corn will be entered on separate lines as depleting crops as follows respectively: "Oat hay (crimson clover)" and "Corn." The figure 10 will be entered as the acreage for oats and the figure 10 circled will be entered as the corn acreage.)

In line 27 should be entered in the respective spaces the two totals of the figures in lines 18 to 26, inclusive, which are not circled. The sum of the two totals should be entered and circled in line 27.

In line 28 should be entered the acreage of orchards and vineyards less any acreage occupied by interplanted crops.

In line 29 should be entered the acreage of neutral or idle cropland other than orchard area.

In line 30 should be entered the total acreage of cropland as determined from the supervisor's report and as recorded on ECR-101 or 102.

In line 31 should be entered the acreage of open noncrop pasture as determined from the supervisor's report and as recorded on ECR-101. There should also be entered

in line 31 the supervisor's estimated acreage of fenced, noncrop, open pasture land capable of carrying at least one animal unit for each 5 acres thereof. (This acreage figure should be circled.)

In line 32 should be entered the acreage of other non-cropland as shown on the supervisor's report.

In line 33 should be entered the acreage of farm land.

2. Soil-building practices (sec. 2 of the summary of supervisor's farm report, form ECR-115).

Enter in the space provided on form ECR-115 the proper code (as outlined in sec. 4 of these instructions) and also brief description of each approved practice actually carried out on the farm not later than October 31, 1937. The acres on which each practice was carried out will be shown in the space provided. The rate of payment per acre or per unit should be entered in the column headed "Rate." The rate entered will be the rate of payment as shown for the practice in ECR-B-101. This will enable the county office to determine whether or not the soil-building allowance has been earned. If the allowance has not been earned, and no evidence of intended additional practices appears in column *j* of section 1 of the supervisor's farm report, form ECR-114, the county office may desire to advise the operator of such fact so that he may understand that his allowance could cover the carrying out of certain additional practices.

Examples follow:

Ten acres of alfalfa seeded should be shown in the first column as "A-1 alfalfa" (A-1 in this case being the code, and alfalfa being the description of the practice), and in the second column the figure 10 should be entered.

Ten acres of crimson clover turned under as green manure should be shown as "B-2 (or B-4 if applicable) crimson clover turned" and the figure 10 should be entered in the second column.

If 5 acres of soybeans were turned under on land normally used for commercial vegetables and growing the soybeans as a green-manure crop resulted in the production of one less depleting crop on the land in 1937 than is normal for such land, the practice should be shown as "B-3 soybeans turned" and the figure 5 entered in the second column. For example, the soybeans might be grown in place of corn following potatoes.

Fifteen acres of forest trees planted on cropland should be shown as "D-1 trees, cropland" and the figure 15 entered in the second column.

Five acres of woodland thinned should be shown as "E woodland" and the figure 5 entered in the second column.

Twenty thousand pounds of lime applied on 3 acres should be shown as "F-1 limestone 20,000 pounds" and the figure 3 entered in the second column even though payment cannot be made on more than 5,000 pounds per acre

or a total of 15,000 pounds. If 14,000 pounds of hydrated lime or 10,000 pounds of burnt lime had been used the entry would show the form of lime applied and the equivalent number of pounds of ground limestone, as "F-1 Lime-Hyd. equal 20,000" or "F-1 Lime-Burnt equal 20,000."

Five hundred pounds of lime drilled with seed of red clover on 1 acre should be shown as "F-2 lime (kind) 500 pounds drilled red clover" and the figure 1 should be entered in the second column. (The seeding practice for the red clover should be shown separately.)

Six hundred pounds of 16 percent (20 percent in Kentucky and West Virginia) superphosphate applied to 1 acre of red clover should be shown as "G-1 600 pounds 16 percent phosphate red clover" and the figure 1 should be entered in the second column (even though the application exceeds that for which payment can be made).

Five hundred pounds of triple superphosphate applied to 5 acres of lespedeza grown with wheat should be shown as "G-4 500 triple superphosphate lespedeza and wheat" and the figure 5 showing the acreage should be entered in the second column. (In case of triple superphosphate no conversion will be made and the amount of the concentrated material will be shown.)

The summary of practices should be checked against the supervisor's entries in order to assure accuracy.

B. Division among producers of crops, workstock and equipment furnished, and practices.

1. Either of two methods of summarizing the acreage shares of different producers is suggested.

The first suggestion is to work out the acreage shares in columns *o*, *p*, and *s* of form ECR-114 for each field and then to use form ECR-116 (Tabulation of crops and practices) for the purpose of summarizing for each producer his acreage share of different crops.

In following this first method, the name of the producer would be written on form ECR-116 in the column for field letters. The names of the crops would be written across the top of the form in the spaces provided and the acreage share of each producer would be entered for each field under the column used for the crop. These acreage shares would then be totaled.

The second method is to group the acreage of cotton and tobacco, peanuts, or general crops, respectively, for all fields in which a share-tenant or sharecropper has a particular crop. Enter these data opposite that producer's name in column *o* of form ECR-114 so as to calculate for entry in column *p* the acreage share of the producer and in column *s* the acreage share of the owner. Details of the second method follow:

On the line on which the name of the tenant or cropper appears for the first time, enter in column *n* of form ECR-114 all of the field letters in which are grown the same kind of crop in which the tenant or cropper has the

same fractional interest. In column *o* enter the total acreage for all the fields indicated in column *n*. Apply the fraction in column *l* to the entry in column *o*, and enter the result in column *p*. The entry in column *p* represents the tenant's or cropper's acreage share of the particular crop acreage (except that if any tenant or cropper shares two fields of the same crop in different ways, one-half of 6 acres of cotton and one-fourth of 7 acres of cotton, for example, it will be necessary to make two crop-acreage summaries for such tenant or cropper and in such event the second such summary would be made on the line where the name and crop next appear. The two totals in column *p* would be added together in such instance to obtain the total crop acreage for the tenant or cropper).

Summaries, as indicated above, will be made for each individual tenant and cropper for general crops, for peanuts, for tobacco, and for cotton. To facilitate handling the various totals the name of the crop (or an abbreviation such as G for "general crops", P for "peanuts", T for "tobacco", and C for "cotton") may be entered opposite each tenant or cropper's crop acreage total in column *p*.

Multiply the fraction in column *q* by the acreage entries in column *o* and enter the results in column *s*. Add the entries in column *s*.

Entries showing division of the general crops among producers may be omitted if there is

- (a) No reference in accordance with section 2 of part VIII to other farms owned or operated;
 - (b) No deduction for general crops in excess of the base; and
 - (c) No payment for diversion of general crops.
2. The work stock and equipment furnished by the different producers may be summarized as follows:

Where the work stock and equipment has been furnished by different producers with respect to the crops of different producers on the farm, the respective acreages shown for such producers will be added together. Separate totals for each producer will be obtained for "general crops," "peanuts," "tobacco," and "cotton."

3. Practices:

The various practices will be divided on the basis of the information shown or made in the supervisor's farm report as to which producers shared in the different practices. This may be done on form ECR-116 or on form ECR-114 if there is sufficient space on such form.

Where the letters "(PS)" indicating that different producers incurred expense in carrying out a soil-building practice on a given acreage were entered by the supervisor opposite (immediately following) the names of such producers, the acreage of the practice (or number of units in the case of lime, phosphate, potash, or terraces) should be divided equally among the respective producers.

C. Soil-building allowance.

As items 1, 2, 3, 4, and 5, respectively, of section 3 on form ECR-115, enter from form ECR-101 the acres in the soil-conserving base, the acres of land on which one crop of commercial vegetables was grown in 1936, the acres of land on which two or more crops of commercial vegetables were grown in 1936, the acres in all commercial orchard on the farm, January 1, 1937, and the acres of fenced noncrop open pasture in excess of one-half of the cropland (capable of carrying at least one animal unit on each 5 acres). Multiply the proper rate per acre by each of the number of acres in the respective items. Add the resulting figures and enter the total in section 3 as the minimum soil-building allowance with the following exceptions:

- (a) There will be no entry in item 5 if two or more farms are combined under one application resulting in an acreage of fenced, noncrop open pasture less than one-half of the cropland, even though such pasture acreage on one or more of the farms exceeded one-half of the cropland.
- (b) If the farm has been classified as a nondiversion farm, as provided in ECR-B-101, enter the number of dollars obtained by multiplying 75 cents by the number of acres of cropland in the farm (or the number of dollars obtained by multiplying \$1 by the number of acres in the minimum conserving acreage, whichever is the larger) and adding thereto amounts for items 2, 3, 4, and 5,
- (c) Enter, if larger than the amounts obtained as provided above, the minimum allowance of \$10 (for a diversion farm) or \$20 (for a nondiversion farm).

The calculation of the minimum soil-building allowance, as provided above, is intended to serve as a check on the allowance as calculated and supplied to producers on form ECR-109 (or ECR-110). It will be well to notify the producer if the minimum soil-building allowance figure as supplied to him is found to be incorrect. It should be noted that the soil-building allowance figure as determined above will be entered on the application for payment. It does not include any credit for acres diverted from depleting bases, as this credit will be determined and added when payments are computed.

SEC. 4. CODES FOR USE IN RECORDING SOIL-BUILDING PRACTICES

Designation in ECR-B-101	Practice	
	Code	Description
(a) Seeding legumes and perennial grasses.	A-1-----	Alfalfa.
	A-2-----	Red clover; mammoth clover; sericea; kudzu; or bluegrass; or any mixture containing 50 percent or more by weight of legumes listed in this A-2 or in A-1 above.
	A-3-----	Austrian winter peas; vetch; crimson clover; alsike clover; sweetclover; annual lespedeza; orchard grass; or any mixture containing 50 percent or more by weight of bluegrass or of legumes listed in this A-3 or in A-1 or A-2 above.
	A-4-----	White clover; bur clover; crotalaria; red top; timothy; Dallis grass; carpet grass; or any mixture of grasses or legumes listed above.
(b) Growing green ma- nure crops and cover crops.	B-1-----	Soybeans, velvet beans or cowpeas, plowed or disced under.
	B-2-----	Crimson clover, Austrian winter peas, or vetch, plowed or disced under; rye, barley, wheat, buckwheat, Italian ryegrass, oats, or mixtures of these, plowed or disced under; Sudan grass, millet, sorghum, or sowed corn, plowed or disced under; soybeans, velvet beans, cowpeas, or lespedeza, not grazed or pastured when all of the forage is left on the land.
	B-3-----	Soybeans, velvet beans, or cowpeas plowed or disced under on land normally used for commercial vegetables and on which the growing of the green manure crop caused one less soil-depleting crop to be grown in 1937.
	B-4-----	Same practices as under B-2 carried out on land normally used for commercial vegetables and on which the carrying out of the practice caused one less soil-depleting crop to be grown in 1937.
	B-5-----	Soybeans, velvet beans, cowpeas, crotalaria, sweet clover, or any combination of small grain and legumes, interplanted in commercial orchards, clipped or disced, and left on the land.
(c) Mulching orchards--	C-----	Mulching orchards as described in bulletin 101.
(d) Planting forest trees--	D-1-----	Planting trees on cropland.
	D-2-----	Planting trees on noncropland.
(e) Improving stands of forest trees.	E-----	Thinning or pruning woodland.
(f) Improving land by the use of ground limestone.	F-1-----	Ground limestone, 1,000 pounds per acre or more.
	F-2-----	Ground limestone, drilling 500 to 999 pounds per acre with seed of grass or legume.

SEC. 4. CODES FOR USE IN RECORDING SOIL-BUILDING PRACTICES—
Continued

Designation in ECR-B-101	Practice	
	Code	Description
(g) Improving land by use of superphos- phate.	G-1-----	Phosphate on pasture or a legume, peren- nial-grass, or green-manure crop.
	G-2-----	Phosphate on legume or perennial grass seeded in connection with depleting crop.
	G-3-----	Triple superphosphate on pasture or a legume or perennial-grass crop.
	G-4-----	Triple superphosphate on legume or perennial grass with depleting crop.
(h) Improving land by use of potash where superphosphate is used.	H-1-----	Potash on pasture or a legume, perennial- grass, or green-manure crop.
	H-2-----	Potash on legume or perennial grass seeded in connection with depleting crop.
(i) Control of erosion by terracing.	I-----	Building terrace in accordance with ap- proved terracing methods for the land needing terracing.
(j) Control of erosion on cropland by sub- soiling.	J-----	Subsoiling in accordance with approved method.

(The practices which are not applicable in certain States should be marked out
by the county office.)

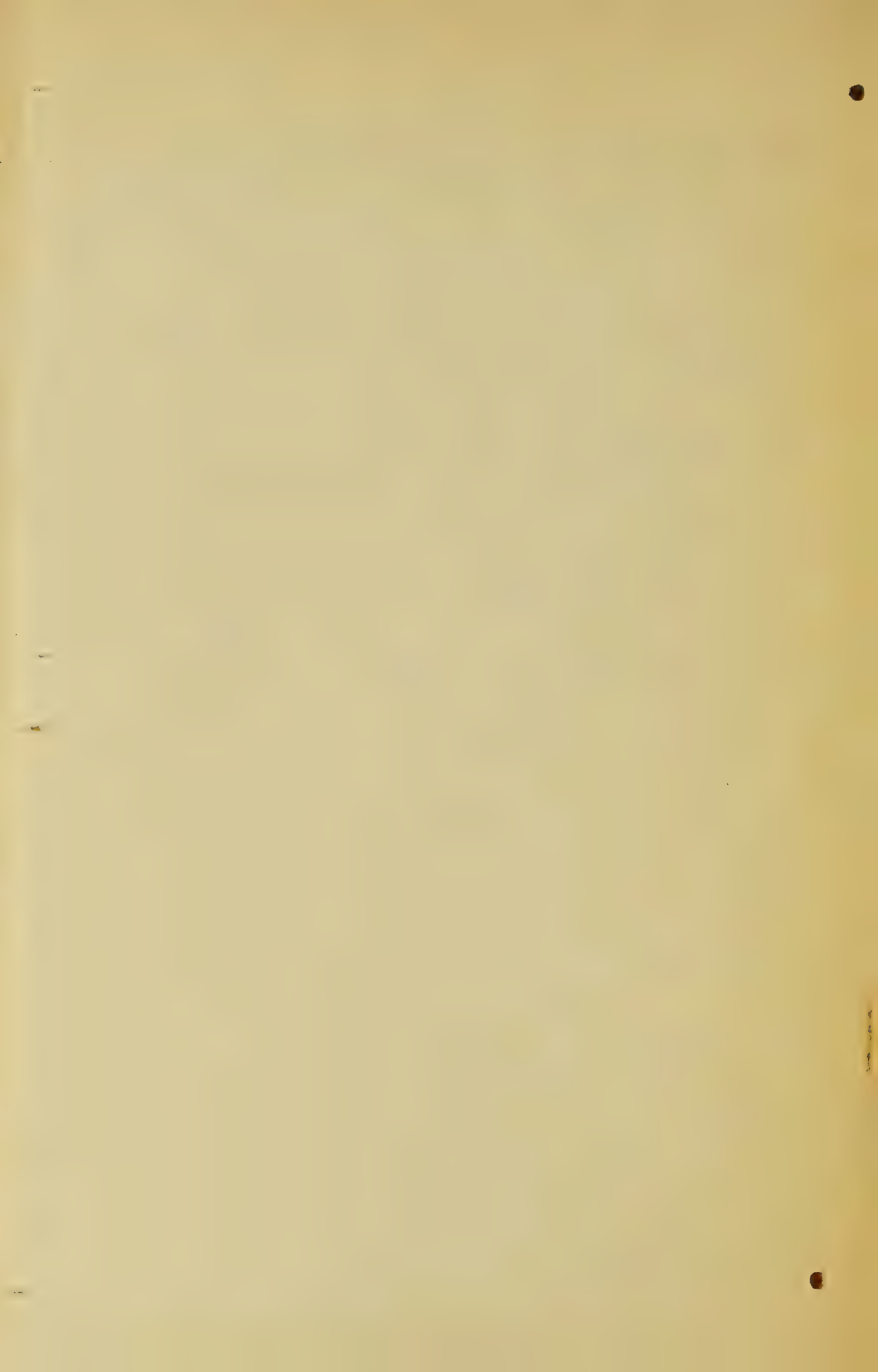
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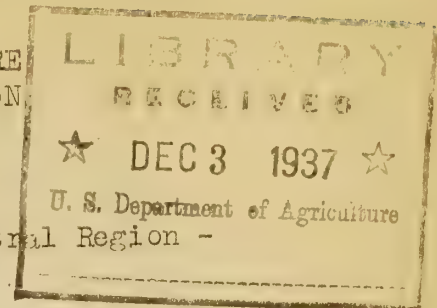


Issued October 7, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

East Central Division

1937 Agricultural Conservation Program - East Central Region -
Guilford County, North Carolina



ECR-B-102, Part VII-G is comparable with ECR-B-102, Part VII (for use in connection with the regional program), but will be used only in Guilford County in connection with the special program for the county.

PROCEDURE FOR DETERMINATION OF PERFORMANCE

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1937 Agricultural Conservation Program for Guilford County, North Carolina.

State supervisors working under the direction of the State office will visit the county within 30 days after the local supervisor starts working and unless the work is near completion at that time will visit the county again when the work is completed. The State supervisors will check at least one farm reported by each local supervisor and at least three percent of all farms in the county. Not less than one-half of the local supervisor's reports which are checked in each county will be selected at random. The State supervisor will check such part of the local supervisor's report on a farm as is required for him to become satisfied that the report is accurate. A list will be kept of the farms which are checked and a complete report will be made of any errors that are found. A copy of such report on each farm will be filed in the county office and a copy will be filed in the State office. Local supervisors will not be paid until their work has been checked and found to be satisfactory.

Section 1. Assembling in county office necessary forms and information for supervisors.

A. Assemble for each farm:

1. Farm map made from aerial photograph (or if the photograph is to be used by the supervisor in checking performance, the photograph and the forms named below for the several farms included on the photograph).
2. Form ECR-114, "Supervisor's Farm Report - 1937".
3. Form ECR-7, "1936 Map of Cropland".

The above forms (not the aerial photograph) for each farm should be placed in an individual 9 x 12-inch envelope so as to guard against loss or confusion with other forms. Some identification such as the operator's

name should be shown on the outside of the envelope so as to facilitate handling.

If aerial photographs are to be used by supervisors instead of maps made from aerial photographs in checking performance, special instructions relating thereto will be issued by the State office.

- B. Make the following entries on Form ECR-114 at the county office prior to delivery to the supervisors:
 - 1. State and county code, 1937 serial number, aerial photo number, and the name and address of the operator in the spaces provided;
 - 2. in section 2, the allotted acreage of general soil-depleting crops, tobacco, and cotton; and the specified acreage of soil-conserving crops.
 - 3. in section 3, the location of the farm, if such is necessary for the guidance of the supervisor.

Sec. 2. Procedure for Supervisors.

- A. Receive from the county office a number of sets of forms for such number of farms as can be visited and checked for performance within a reasonable period of time.
 - 1. Supervisors will keep the set of forms for each farm in a separate envelope.
- B. Visit farm and, if possible, get the 1937 operator to assist in checking performance. If the operator is unable to assist, he should designate some one as his representative to assist supervisor. The supervisor is not to go upon any farm, or engage in any activity thereon in checking performance, unless the operator acquiesces.
 - 1. The operator should be notified in advance of the visit if practicable.

C. Execution of Form ECR-114 by supervisor.

- 1. Farm Field Report (section 1 of Form ECR-114). This section should be filled in by the supervisor at the time he checks performance. The supervisor will make no entries in columns marked with an asterisk*.

Column a: The field letter entered in column a should agree with the field letter on the 1937 farm map. (If the supervisors take the aerial photographs to the field, then special instructions issued by the State office will be followed.)

Column b: The acreage in each field as shown on the farm map will be entered at the county office in column b.

Column c: Show all crops grown (including green manure crops or crops pastured) or seeded on each field not later than October 31, 1937, except that small grains seeded alone in the fall of 1937 need not be shown. Indicate subdivisions of fields as A1, A2, etc., where two or more depleting crops are grown in the same field. If two or more producers have separate acreages of the same crop in the same field, a subdivision of the field should be shown for each producer, and the estimated acreage in each producer's separate crop should be shown. For example: A 10-acre field of corn is shared as follows: John T. Smith, landlord gets $\frac{1}{4}$ of 10 acres; Sam B. Jones, share-tenant, gets $\frac{1}{4}$ of 10 acres; Joe S. Brown and Tom J. Green, share-croppers, each get $\frac{1}{2}$ of 5 acres. In such case, two subdivisions of 5 acres should be shown as A1 and A2. The share-croppers would be shown in column k once each; the share-tenant would be shown twice in column k.

In order to check approximately the crops of several producers on the same farm, it may be desirable to record the estimated acreage in the crop of each such producer and balance the sum of such acreage with the estimated total acreage of the crop on the farm.

Examples of various combinations of crops in fields follow:

A ten-acre field in which is grown 2 acres of cotton and 8 acres of corn may be shown as "A1-2 acres cotton" and "A2-8 acres corn".

A ten-acre field of oats and lespedeza will be shown as "Oats and lespedeza". However, in this kind of case a note should explain the disposition of the oats ("Oat hay" or "oats pasture", etc.), since the classification of the land will be affected by such disposition.

Where crops are interplanted in orchards, the supervisor should estimate the proportion occupied by the trees and that occupied by the interplanted crop and enter this estimate in column c, such as "Orchard $\frac{1}{2}$ -bluegrass $\frac{1}{2}$ ", for example.

Column d: The county office will enter in column d the acreage of depleting crops for the corresponding depleting crops described in column c. Where two depleting crops are grown in succession on the same land in 1937, the acreage figure of the second such crop should be circled (except that if a general crop was grown on the land used for cotton or tobacco, the acreage of the general crop should be circled).

Column e: The county office will enter in column e the acreages of the corresponding conserving crops described in column c. If the conserving crop in column c followed a depleting crop or was grown in combination with a depleting crop, the acreage figure in column e should be circled.

Column f: The county office will enter in column f the acreage of the field classified as neutral cropland. For example, the acreage of orchard actually occupied by trees or the acreage of idle cropland should be entered in column f.

Column g: The county office will enter in column g the total acreage of non-cropland in the field. (The acreage of non-crop open pasture in the field should be entered in column g and circled.)

Column h: Enter in column h the description of soil-building practices as shown in section 4 of these instructions. Practices of seed-ing legumes and perennial grasses and growing green manure crops and cover crops should be substantiated by the crops shown in column c. The practices of application of superphosphate should be substantiated by an entry of a crop in column c which is eligible for the application of super-phosphate. If 500 to 999 pounds of lime-stone or equivalent is applied per acre, it should be substantiated by a crop on which an application at this rate can be approved, and it should have been applied by drilling with the specified legumes or grasses.

The total quantity of the materials used in connection with each practice, such as seed used in seeding legumes or perennial grasses, the total pounds of lime or superphosphate applied, or the total number of feet of terrace constructed, should be recorded in column h under "materials used". For example: "Lespedeza 100 pounds"; "Red clover 200 pounds"; "Terrace 1,500 feet"; etc.

Column i: The respective acreages on which soil-building practices were carried out should be entered in this column.

Column j: In column j the supervisor will enter a notation of the evidence supplied by the farmer of any practice carried out on the field and also a statement of any practice intended to be carried out on the farm not later than October 31, 1937. This statement will be used in making a check to determine whether it appears likely that the farmer will earn his general farm allowance, and to indicate practices which will need to be checked later.

Column k: Column k (as well as the accompanying columns l and m) will not be used unless there is a share-tenant or a share-cropper. The name and address of the tenant should be listed on the upper half of the line in all cases, and the name and address of the sharecropper should be listed on the lower half of the line in all cases. The owner's name will not be listed in column k in any instance. For example: If the crop is shared by the owner, John T. Smith, share-tenant, Sam B. Jones, and share-cropper, Joe S. Brown, the name Sam B. Jones will be entered on the upper half of the line in column k and the name Joe S. Brown will be entered on the lower half of the line in column k. The name of the owner will be entered in all cases in the space provided above columns g, r, and s.

Column l: Enter in column l for each field or subdivision of a field the fractional share of the crop (or the proceeds thereof) to which the share-tenant or sharecropper is entitled. If there is no tenant or cropper, no entry will be made in column l.

Column m: Where one share-tenant (or sharecropper) furnished all of the workstock and equipment for the entire farm, the word "All" should be entered in column m on the line on which the name of such producer appears. Where two or more producers jointly furnished the workstock and equipment which is used on the entire farm, the fractional share of each should be shown in column m opposite his name and above such fractions should be entered the word "Farm" to indicate that the workstock and equipment is used for the entire farm. This entry need be made only once for each such producer jointly furnishing the workstock and equipment for the entire farm.

Where different producers furnished the workstock and equipment with respect to the depleting crops of different producers on the farm, the acreage of the depleting crop in each field with respect to which each producer furnished the workstock and equipment should be shown opposite such producer's name in column m. (The acreage for the owner in such case should be shown in column r.)

Column n*, o*, and p*: The supervisor will make no entries in columns n, o, and p.

Column q: Enter in column q the fractional share of the owner in the depleting crop for each field. If there is no tenant or cropper and the owner receives all of the crop, the word "All" may be entered.

Column r: Enter in column r the part of the workstock and equipment furnished by the owner.

If the owner furnished all the workstock and equipment for the entire farm, the word "All" should be written in column r. Such entry need be made but once.

If the owner and another producer jointly furnished the workstock and equipment for use on the entire farm, enter the fractional interest of the owner in column r and write the word "Farm" above the fractions.

If different producers furnished the workstock and equipment with respect to the depleting crops of different producers on the farm, the acreage of the depleting crop in each field with respect to which the owner furnished the workstock and equipment should be entered in column r.

Column s: The supervisor will make no entry in column s.

Land furnished: Where the land is furnished by more than one producer, the acreage furnished by each such producer should be entered in parentheses immediately following such producer's name.

2. Other Farms Owned or Operated (section 4 of Form ECR-114). The supervisor should identify carefully other farms owned or operated by the owner or share-tenant. Serial numbers or descriptions may be used.
3. Operator's Certificate (section 5 of Form ECR-114). The signature of the operator or of his representative should be obtained immediately after performance is checked by the supervisor and the Form ECR-114 has been filled in (with the exception, of course, of the entries which are to be made by the county office).

Sec. 3. Checking Supervisor's Report in County Office. Supervisors should deliver or mail completed farm reports to the county office at the end of each day for the first week during which they work, and thereafter twice during the week, or at the end of the week, as instructed by the county office. The supervisor's report should be checked promptly upon receipt at the county office. The supervisor should be advised, without delay, of any errors he has made and should be instructed to make any necessary corrections and to obtain any information which is missing from his report. Promptness in checking the supervisor's reports will save much time and effort. Preparation of Form ECR-115, as provided below, and preparation of a pencil copy of Form ECR-117-G, "Application for Payment", will be the best check which can be made on the supervisor's report.

In checking the supervisor's report, the county office should (after entering the State and county code and serial number, aerial photo number, and the name and address of the operator in the space provided) first prepare sections 1 and 2 on Form ECR-115, and second, work out from Form ECR-114 for the respective producers on the farm the division of crops, practices, workstock and equipment furnished, and land furnished.

A. Preparation of sections 1 and 2 of Form ECR-115,

1. Farm Acreages for 1937 (Section 1 of Form ECR-115). The 1937 farm acreage totals for the different general soil-depleting crops, for tobacco, and for

cotton should be entered in the space provided. If two or more depleting crops were grown on the same acreage, only one of the crops should be counted in the acreage totals for the farm and the acreage figure for the other crop(s) should be circled. If tobacco or cotton was grown on land used for a general depleting crop in the same year, the acreage of the general crop should be circled. For example, if 5 acres of corn were grown following 5 acres of potatoes, the potato acreage should be shown as 5 and the corn acreage shown as 5 circled. If 8 acres of corn were grown without following another depleting crop and 5 acres of corn were grown following 5 acres of potatoes, the potato acreage would be shown as 5 acres and the corn acreage would be shown as 8 not circled and 5 circled.

Entries with respect to the base acres and eligibility of the farm for diversion should be omitted.

In line 13 should be entered the totals of the figures not circled in lines 1-12, inclusive.

In line 17 should be entered the total of the 1937 acreage figures in lines 13-16, inclusive.

In lines 18-26, inclusive, the names and acreages of conserving crops should be entered in the proper columns. For example, 10 acres of alfalfa should be shown as "Alfalfa" and the figure 10 entered in the column headed "Alone". In the case of 10 acres of wheat (cut) grown with lespedeza, the words "Wheat (cut) and lespedeza" should be shown and the figure 5 entered in the column headed "On depleting acreage". Ten acres of crimson clover following 10 acres of corn should be listed "Crimson clover-corn" and the full figure 10 entered in the column headed "On depleting acreage". If two conserving crops are grown on a tract of land, such crops cannot be counted as conserving for an acreage greater than the acreage in the tract. For example, 10 acres of lespedeza cut for hay followed by crimson clover will be shown on line 18 as "Lespedeza" and the figure 10 entered in the column headed "Alone", and on the following line as "Crimson clover after lespedeza" and the figure 10 circled entered in the column headed "Alone".

Ten acres of oats and crimson clover cut for hay and followed by corn and crimson clover will be shown as follows: In the conserving crop space the crops would be shown on separate lines as "Crimson clover on oats" and "Crimson clover after corn". The figure 5 should be entered in the column headed "On depleting acreage" for the entry "Crimson clover on oats". The figure 5 should be entered in the column headed "On

depleting acreage" as the acreage of the "Crimson clover after corn" since not more than the entire acreage may be counted as conserving. The oats and corn will be entered on separate lines as depleting crops as follows respectively: "Oat hay (Crimson clover)" and "Corn". The figure 10 will be entered as the corn acreage.

In line 27 should be entered in the respective spaces the two totals of the figures not circled in lines 18-26, inclusive. The sum of the two totals should be entered and circled in line 27.

In line 28 should be entered the acreage of orchards and vineyards less any acreage occupied by interplanted crops.

In line 29 should be entered the acreage of neutral or idle cropland other than orchard area.

In line 30 should be entered the total acreage of cropland as determined from the supervisor's report and also as recorded on ECR-101.

In line 31 should be entered the acreage of open non-crop pasture as determined from the supervisor's report and also as recorded on ECR-101.

In line 32 should be entered the acreage of other non-cropland as shown on the supervisor's report.

In line 33 should be entered the acreage of farm land.

2. Soil-Building Practices (Section 2 of Form ECR-115).

Enter in the space provided the proper code (as outlined in section 4 of these instructions) and also brief description of each approved practice actually carried out on the farm not later than October 31, 1937. The acres on which each practice was carried out will be shown in the space provided. The acres or other units for each practice carried out will be entered in the space provided. No entries should be made in the space provided for entering the rate of payment.

Examples follow:

Ten acres of alfalfa seeded should be shown in the first column as "A-1 Alfalfa" (A-1 in this case being the code, and Alfalfa being the description of the practice), and in the second column the figure 10 should be entered.

Ten acres of crimson clover turned under as green manure should be shown as "B-2 crimson clover turned" and the figure 10 should be entered in the second column.

Fifteen acres of forest trees planted on cropland should be shown as "C-1 trees-cropland" and the figure 15 entered in the second column.

Five acres of woodland thinned should be shown as "D woodland" and the figure 5 entered in the second column.

20,000 pounds of limestone applied on 3 acres should be shown as "E-1 Lime 20,000 lbs." and the figure 3 entered in the second column.

If 14,000 pounds of hydrated lime or 10,000 pounds of burnt lime had been used the entry would show the form of lime applied and the equivalent number of pounds of ground limestone, as "E-1 Lime-Hyd-Equal 20,000 lbs.", or "E-1 Lime-Burnt-Equal 20,000 lbs."

Five hundred pounds of limestone per acre drilled with seed of red clover on 4 acres should be shown as "E-2 Lime 2,000 lbs. drilled Red Cl." and the figure 4 should be entered in the second column. (The seeding practice for the red clover should be shown separately.)

Six hundred pounds of 16% superphosphate applied to one acre of red clover should be shown as "F-1 600 lbs. 16% phos. Red Cl." and the figure 1 should be entered in the second column even though the application exceeds that for which payment can be made.

The summary of practices should be checked against the supervisor's entries in order to assure accuracy.

B. Division among Producers of Crops, Workstock, and Equipment
Furnished, and Practices.

1. The following method of summarizing the acreage shares of different producers is suggested.

Enter the field letter in column n and work out the acreage shares in columns o, p, and s of Form ECR-114 for each field. Then use Form ECR-116 (Tabulation of Crops and Practices) for the purpose of summarizing for each producer his acreage share of different crops.

In following this method, the name of the producer

would be written on Form ECR-116 in the column for field letters. The names of the crops would be written across the top of the form in the spaces provided and the acres share of each producer would be entered for each field under the column used for the crop. These acres shares would then be totaled.

Summaries, as indicated above, will be made for each individual tenant and cropper for "general crops", for tobacco, and for cotton.

2. The workstock and equipment furnished by the different producers may be summarized as follows:

Where the workstock and equipment has been furnished by different producers with respect to the crops of different producers on the farm, the respective acreages shown for such producers will be added together. Separate totals (in such instance) for each producer will be obtained for "general crops", "tobacco", and "cotton".

C. No entries will be made in section 3 of Form ECR-115.

Sec. 4. Codes for Use in Recording Soil-Building Practices under Guilford County Program.

Practice	Code	Description
(a) Seeding legumes and perennial grasses	A-1	Alfalfa.
	A-2	Red clover; mammoth clover; sericea; kudzu; or bluegrass; or any mixture containing 50 percent or more by weight of legumes listed in this A-2 or in A-1 above.
	A-3	Austrian winter peas; vetch; crimson clover; alsike clover; sweet clover; annual lespedeza; orchard grass; or any mixture containing 50 percent or more by weight of bluegrass or of legumes listed in this A-3 or in A-1 or A-2 above.
	A-4	White clover; bur clover; crotalaria; red-top, timothy; Dallis grass; carpet grass; or any mixture of grasses or legumes listed above.
(b) Growing green manure crops and cover crops	B-1	Soybeans, velvet beans or cowpeas, plowed or disced under.

Practice	Code	Description
	B-2	Crimson clover, Austrian winter peas, or vetch, plowed or disced under; rye, barley, wheat, buckwheat, Italian ryegrass, oats, or mixtures of these, plowed or disced under; Sudan grass, millet, sorghum, or sowed corn, plowed or disced under; soybeans, velvet beans, cowpeas, or lespedeza, not grazed or pastured, when all of the forage is left on the land.
(c) Planting forest trees	C-1	Planting trees on cropland.
	C-2	Planting trees on non-cropland.
(d) Improving stands of forest trees	D	Thinning or pruning woodland.
(e) Improving land by use of ground limestone	E-1	Ground limestone - 1,000 pounds per acre or more.
	E-2	Ground limestone - Drilling 500 to 999 pounds per acre with seed of grass or legume.
(f) Improving land by use of superphosphate	F-1	Phosphate on pasture or a legume, perennial grass, or green manure crop.
	F-2	Phosphate on legume or perennial grass seeded in connection with depleting crop.
(g) Improving land by use of potash where superphosphate has been properly applied	G-1	Potash on pasture or a legume, perennial grass, or green manure crop.
	G-2	Potash on legume or perennial grass seeded in connection with depleting crop.
(h) Control of erosion by terracing	H	Building terrace in accordance with approved terracing methods for the land needing terracing.
(i) Control of erosion on cropland by sub-soiling	I	Subsoiling in accordance with approved methods.

Issued October 7, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

EAST CENTRAL DIVISION

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U. S. Department of Agriculture

1937 Agricultural Conservation Program - East Central Region -
Johnson County, Tennessee

ECR-B-102, Part VII-J is comparable with ECR-B-102, Part VII (for use in connection with the regional program), but will be used only in Johnson County in connection with the special program for the county.

PROCEDURE FOR DETERMINATION OF PERFORMANCE

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1937 Agricultural Conservation Program - East Central Region - Johnson County, Tennessee.

State supervisors working under the direction of the State office will visit the county within thirty days after the local supervisor starts working and, unless the work is near completion at that time, will visit the county again when the work is completed. The State supervisors will check at least one farm reported by each local supervisor and at least three percent of all farms in each county. Not less than one-half of the local supervisor's reports which are not checked in each county will be selected at random. The State supervisor will check such part of the local supervisor's report on a farm as is required for him to become satisfied that the report is accurate. A list will be kept of the farms which are checked and a complete report will be made of any errors that are found. A copy of such report on each farm will be filed in the county office and a copy will be filed in the State office. Local supervisors will not be paid until their work has been checked and found to be satisfactory.

Section 1. Assembling in county office necessary forms and information for supervisors.

A. Assemble for each farm

1. Form ECR-113, "Farm Sketch Map".
2. Form ECR-114, "Supervisor's Farm Report-1937".
3. Form ECR-7, "1936 Map of Cropland".

The above forms for each farm should be placed in an individual 9 x 12 inch envelope so as to guard against loss or confusion with other forms. Some identification such as the operator's name should be shown on the outside of the envelope so as to facilitate handling.

B. Make the following entries on Form ECR-114 at the county office prior to delivery to the supervisors:

1. State and county code, 1937 serial number, and the name and address of the operator in the spaces provided;
2. In section 2, the base acreage of general soil-depleting crops and tobacco; the minimum soil-conserving acreage will be entered in the space provided for the soil-conserving base.
3. In section 3, the location of the farm, if such is necessary for the guidance of the supervisor.

Sec. 2. Procedure for Supervisors.

- A. Receive from the county office a number of sets of forms for such number of farms as can be visited and checked for performance within a reasonable period of time.
 1. Supervisors will keep the set of forms for each farm in a separate envelope.
- B. Visit farm and, if possible, get the 1937 operator to assist in checking performance. If the operator is unable to assist, he should designate someone as his representative to assist the supervisor. The supervisor is not to go upon any farm, or engage in any activity thereon in checking performance, unless the operator agrees.
 1. The operator should be notified in advance of the visit, if possible.
- C. With the assistance of the 1937 operator (or of his representative) the supervisor should determine acreages of crops and other land uses as follows:
 1. Measure (unless accurate measurements are already available) all acreages in the farm upon which a payment (or a deduction) will be based. Record separately the data for tobacco, each general soil-depleting crop, and each soil-building practice, respectively.
 2. Estimate acreages which will not affect the amount of the payments:
 - (1) Estimate each field or subdivision of a field which is in tobacco on the farm, if after careful inspection it is evident that the acreage of tobacco is at least 20 percent below the maximum acreage which can be grown with full diversion payment therefor.

- (2) Estimate each field of general soil-depleting crops if an acreage of general crops has not been grown in excess of the base.

- D. The 1937 Farm Sketch Map should be made on Form ECR-113 at the time the supervisor checks performance, unless a satisfactory map is available. Each field will be shown in approximate location and will be identified by a capital letter: A, B, C, etc. The actual shapes of the fields should be shown as nearly as possible. The 1936 Map of Cropland, Form ECR-7, will be helpful in making the 1937 Farm Sketch Map.
- E. Execution of Form ECR-114 by supervisor.
1. Farm Field Report (section 1 of Form ECR-114). This section should be filled in by the supervisor at the time he checks performance. The supervisor will make no entries in columns marked with an asterisk*.
- Column a: The field letter entered in column a should agree with the field letter on the farm sketch map.
- Column b: Where the acreage in a field is determined is determined by the supervisor (or where the acreage is already available) such acreage should be entered in column b. If the acreage in the field is determined at the county office from the supervisor's measurement, no entry will be made in column b by the supervisor.
- Column c: Show all crops grown (including green manure crops or crops pastured) or seeded on each field not later than October 31, 1937, except that small grains seeded alone in the fall of 1937 need not be shown. Indicate subdivisions of fields as A1, A2, etc., where two or more depleting crops are grown in the same field if necessary for clarity to county office. If two or more producers have separate acreages of tobacco in the same field, a subdivision of the field should be shown for each producer, and the estimated acreage in each producer's separate tobacco crop should be shown. For example: A 3-acre field of tobacco is shared as follows: John T. Smith, landlord, gets 1/4 of 3 acres; Sam B. Jones, share-tenant, gets 1/4 of 3 acres; Joe S. Brown and Tom J. Green, share-croppers, each get 1/2 of

1.5 acres. In such case, two subdivisions of 1.5 acres should be shown as A1 and A2. The sharecroppers would be shown in column K once each, the share-tenant would be shown twice in Column K.

Examples of various combinations of crops in fields follow:

A 10-acre field in which are grown 2 acres of tobacco and 8 acres of corn may be shown as "A1-2 acres tobacco" and "A2-8 acres corn".

A 10-acre field of oats and lespedeza will be shown as "Oats and lespedeza". However, in this kind of case a note should explain the disposition of the oats ("Oat hay" or "Oats pasture", etc.), since the classification of the land will be affected by such disposition.

A 10-acre field of early potatoes followed by corn which is followed by winter oats and crimson clover may be shown in one field as "Potatoes-corn-winter oats-crimson clover".

A 10-acre field in which are grown 2 acres of potatoes, 8 acres of corn, two of which followed the potatoes, and 2 acres idle, may be shown in one field space as "Potatoes-Corn 2 acres", "Corn 6 acres", and "Idle 2 acres".

Where crops are interplanted in orchards the supervisor should estimate the proportion occupied by the trees and that occupied by the interplanted crop and enter this estimate in column c, such as "Orchard 1/2-bluegrass 1/2".

Column d: Enter in column d the acreage of depleting crops for the corresponding depleting crops described in column c. Where two depleting crops are grown in succession on the same land in 1937, the acreage figure of the second such crop should be circled (except that if a general crop was grown on the land used for tobacco, the acreage of the general crop should be circled).

Column e: Enter in column e the acreages of the corresponding conserving crops described in column c. If the conserving crop in column c followed a depleting crop or was grown in combination with a depleting crop, the acreage figure in column c should be circled. The entire acreage of the conserving crop should be entered in column e in every case. For instance, a 10-acre field of wheat harvested and grown with lespedeza would be shown in column d as 10 acres and in column e as 10 acres circled.

Column f: Enter in column f the acreage of the field classified as neutral cropland. For example, the acreage of orchard actually occupied by trees or the acreage of idle cropland should be entered in column f.

Column g: Enter in column g the total acreage of non-cropland in the field. The acreage of non-crop open pasture should be circled.

Column h: Enter in column h the description of soil-building practices as shown in section 4 of these instructions. Practices of seeding legumes and perennial grasses and growing green manure crops and cover crops should be substantiated by the crops shown in column c. The practice of application of superphosphate should be substantiated by an entry of a crop in column c which is eligible for the application of superphosphate. If 500 to 999 pounds of ground limestone or equivalent is applied, it should be substantiated by a crop on which an application at this rate can be approved, and it should have been applied by drilling with the specified legumes or grasses. The total quantity of the materials used in connection with each practice, such as seed used in seeding legumes or perennial grasses, the total pounds of lime or superphosphate applied, or the total number of feet of terrace constructed, should be recorded in column h under "materials used". For example: "Lespedeza 100 pounds"; "Red clover 200 pounds"; "Terrace 1,500 feet"; etc.

Column i: The respective acreages on which soil-building practices were carried out should be entered in this column.

Where two or more producers contributed to the practices involved in carrying out the 1937 farming program, the letters PS in parentheses - thus, (PS) - should be placed opposite the name of the share-tenant or sharecropper in column k to indicate that a contribution to the practice was made by the tenant or cropper. Similarly, the letters (PS) should be placed at the right-hand margin of the line on which the practice is recorded (at the right of the figure representing the number of the line) to indicate that a contribution to the practice was made by the owner. Where only one producer carried out the 1937 program on the farm his name may be entered above column h.

Column j: In column j the supervisor will enter a notation of the evidence supplied by the farmer of each practice carried out on the field and also a statement of any practice intended to be carried out on the farm not later than October 31, 1937. This statement will be used to determine whether it appears that the general farm allowance has been earned, and to indicate practices which will need to be checked later.

Column k: Column k (as well as the accompanying columns l and m) will not be used unless there is a share-tenant or a sharecropper. The name and address of the tenant should be listed on the upper half of the line in all cases, and the name and address of the sharecropper should be listed on the lower half of the line in all cases. The owner's name will not be listed in column k in any instance. For example: If a tobacco crop is shared by the owner, John T. Smith; share-tenant, Sam B. Jones; and sharecropper, Joe S. Brown; the name Sam B. Jones will be entered in the upper half of the line in column k and the name Joe S. Brown will be entered on the lower half of the line in column k. The name of the owner will be entered in all cases in the space provided above columns q, r, and s.

Column l: Enter in column l for each field or subdivision of a field the fractional share of the tobacco crop (or the proceeds thereof) to which the share-tenant or sharecropper is entitled. If there is no tenant or cropper interested in the tobacco crop, no entry will be made in column l.

Column m: Where one share-tenant (or sharecropper) furnished all of the workstock and equipment for the entire tobacco crop, the word "All" should be entered in column m on the line on which the name of such producer appears. Where two or more producers jointly furnished the workstock and equipment with respect to the entire tobacco crop, the fractional share of each should be shown in column m opposite his name. This entry need be made only once for each such producer jointly furnishing the workstock and equipment for the entire tobacco crop.

Where different producers furnished the workstock and equipment with respect to the tobacco crops of different producers on the farm, the acreage of the tobacco crop in each field with respect to which each producer furnished the workstock and equipment should be shown opposite such producer's name in column m. (The acreage for the owner in such case should be shown in column r.)

Columns n*, o*, and p*: The supervisor will make no entries in columns n, o, and p.

Column q: Enter in column q the fractional share of the owner in the tobacco crop for each field. If there is no tenant or cropper and the owner receives all of the crop, the word "All" may be entered.

Column r: Enter in column r the part of the workstock and equipment furnished with respect to tobacco by the owner.

If the owner furnished all the workstock and equipment for the entire tobacco crop, the word "All" should be written in column r. Such entry need be made but once.

If the owner and another producer jointly furnished the workstock and equipment for use on the entire tobacco crop, enter the fractional interest of the owner in column r.

If different producers furnished the workstock and equipment with respect to the tobacco crops of different producers on the farm, the acreage of the tobacco crop in each field with respect to which the owner furnished the workstock and equipment should be entered in column r.

Column s: The supervisor will make no entry in column s. Land Furnished: Where the land is furnished with respect to tobacco by more than one producer, the acreage furnished by each such producer with respect to tobacco should be entered in parentheses immediately following such producer's name.

2. Other Farms Owned or Operated (section 4 of Form ECR-114). The supervisor should identify carefully other farms owned or operated by the owner or share-tenant. Serial numbers or descriptions may be used.
3. Operator's Certificate (section 5 of Form ECR-114). The signature of the operator or of his representative should be obtained immediately after performance is checked by the supervisor and the Form ECR-114 has been filled in (with the exception, of course, of the entries which require computations by the county office or are to appear in columns marked *).

Sec. 3. Checking Supervisor's Report in County Office. The supervisor should deliver or mail completed farm reports to the county office at the end of each day for the first week during which he works, and thereafter twice during the week, or at the end of the week, as instructed by the county office. The supervisor's report should be checked promptly upon receipt at the county office. The supervisor should be advised, without delay, of any errors he has made and should be instructed to make any necessary corrections and to obtain any information which is missing from his report. Promptness in checking the supervisor's reports will save much time and effort. Preparation of Form ECR-115, as provided below, and preparation of a pencil copy of Form ECR-117-J, "Application for Payment", will be the best check which can be made on the supervisor's report.

In checking the supervisor's report, the county office should (after entering the State and county code and serial numbers, and the name and address of the operator in the space provided), first prepare

sections 1 and 2 on Form ECR-115, and second (if tobacco was grown on the farm in 1937) work out from Form ECR-114 for the respective producers on the farm the division of tobacco, workstock and equipment furnished with respect to tobacco, and land furnished with respect to tobacco.

A. Preparation of sections 1 and 2 of Form ECR-115.

1. Farm Acreages for 1937 (section 1 on Form ECR-115).
The 1937 farm acreage totals for the different general soil-depleting crops and for tobacco should be entered in the spaces provided. If two or more depleting crops were grown on the same acreage, only one of the crops should be counted in the acreage totals for the farm and the acreage figure for the other crop(s) should be circled. If tobacco was grown on land used for a general depleting crop in the same year, the acreage of the general crop should be circled. For example, if 10 acres of corn were grown following 10 acres of potatoes, the potato acreage should be shown as 10 and the corn acreage as 10 circled. If 8 acres of corn were grown without following another depleting crop and 5 acres of corn were grown following 5 acres of potatoes, the potato acreage would be shown as 5 acres and the corn acreage would be shown as 8 not circled and 5 circled.

The base acreages of general soil-depleting crops and tobacco should be entered in the space provided.

In line 13 should be entered the totals of the figures in lines 1-12, inclusive, which are not circled.

In line 17 should be entered the total of the 1937 acreage figures in lines 13-16, inclusive.

(Even though the classification of crops as provided in ECR-B-101-Johnson County, Tennessee does not include the provision for soil-conserving crops grown on land used for the production of a soil-depleting crop which is a part of the crop classification procedure in the Agricultural Conservation Program in the East Central Region, it is the desire of the Johnson County Agricultural Conservation Committee to summarize such acreage for each farm for informational purposes. Therefore, such summarization has been made a part of the procedure.)

In lines 18-26, inclusive, the names and acreages of conserving crops should be entered in the proper columns. For example, 10 acres of alfalfa

should be shown as "Alfalfa" and the figure 10 entered in the column headed "Alone!". In the case of 10 acres of wheat (grain) and lespedeza, the words "Wheat (grain) and lespedeza" should be shown and the figure 5 entered in the column headed "On depleting acreage". Ten acres of crimson clover following 10 acres of corn should be listed "Crimson clover-corn" and the full figure 10 entered in the column headed "On depleting acreage". If two conserving crops are grown on a tract of land, such crops cannot be counted as conserving for an acreage greater than the acreage in the tract. For example: 10 acres of lespedeza cut for hay followed by crimson clover will be shown on line 18 as "Lespedeza" and the figure 10 entered in the column headed "Alone", and on the following line as "Crimson clover after lespedeza" and the figure 10 entered in the column headed "Alone" and circled.

Ten acres of oats and crimson clover cut for hay and followed by corn and crimson clover will be shown as follows:

In the conserving crops space the crops would be shown on separate lines as "Crimson clover on oats" and "Crimson clover after corn". The figure 5 should be entered in the column headed "On depleting acreage" for the entry "Crimson clover on oats". The figure 5 should be entered in the column headed "On depleting acreage" as the acreage of the "Crimson clover after corn" since not more than the entire acreage may be counted conserving. The oats and corn will be entered on separate lines as depleting crops as follows, respectively: "Oat hay (crimson clover)" and "Corn". The figure 10 will be entered as the acreage for oats and the figure 10 will be entered as the corn acreage.

In line 27 should be entered in the respective spaces the two totals of the figures in lines 18-26, inclusive, which are not circled. The total of the figures in the column headed "Alone" which are not circled will represent the 1937 acreage of conserving crops.

In line 28 should be entered the acreage of orchards and vineyards less any acreage occupied by interplanted crops.

In line 29 should be entered the acreage of neutral or idle cropland other than orchard area.

In line 30 should be entered the total acreage of cropland as determined from the supervisor's report and as recorded on Form ECR-101.

In line 31 should be entered the acreage of open, non-crop pasture as determined from the supervisor's report and as recorded on Form ECR-101.

In line 32 should be entered the acreage of other non-cropland as shown on the supervisor's report.

In line 33 should be entered the acreage of farm land.

2. Soil-Building Practices (section 2 of Form ECR-115).

Enter in the space provided on Form ECR-115 the proper code (as outlined in section 4 of these instructions) and also brief description of each approved practice actually carried out on the farm not later than October 31, 1937. The acres on which each practice was carried out will be shown in the space provided. If the general farm allowance has not been earned, and no evidence of intended additional practices appears in column j of section 1 of the Supervisor's Farm Report, Form ECR-114, the county office will desire to advise the operator of such fact so that he may understand that his 1937 farming program covers the carrying out of certain additional practices.

Examples follow:

Ten acres of red clover seeded should be shown in the first column as "A-Red Clover" (A in this case being the code and Red Clover being the description of the practice), and in the second column the figure 10 should be entered.

Ten acres of crimson clover turned under as green manure should be shown as "B-Crimson Clover turned" and the figure 10 should be entered in the second column.

Ten acres of forest trees planted should be shown as "C-Trees" and the figure 10 should be entered in the second column.

Five acres of woodland thinned should be shown as "D-Woodland" and the figure 5 entered in the second column.

Twenty thousand pounds of limestone applied on 3 acres should be shown as "E-1 Lime 20,000 lbs." and the figure 3 entered in the second column even though the application exceeds the maximum approved amount. (If 14,000 pounds of hydrated lime or

10,000 pounds of burnt lime had been used, the entry would show the form of lime applied and the equivalent number of pounds of ground limestone; as, "E-1, Lime-Hyd. Equal 20,000", or "E-1, Lime-Burnt Equal 20,000.")

Five hundred pounds of lime drilled with seed of red clover on 4 acres should be shown as "E-2 Lime (kind) 2,000 lbs. drilled Red Cl." and the figure 4 should be entered in the second column. (The seeding practice for the red clover should be shown separately.)

Six hundred pounds of 16 percent superphosphate applied to one acre of red clover should be shown as "F-1 600 lbs. 16% phos. Red Cl." and the figure 1 should be entered in the second column (even though the application exceeds that required for the practice).

Five hundred pounds of triple superphosphate applied to 5 acres of lespedeza grown with wheat should be shown as "F-4 500 triple superphos. Lesp. & Wheat" and the figure 5 showing the acreage should be entered in the second column.

In case of triple superphosphate, no conversion will be made, and figures representing concentrated material will be used.

The summary of practices should be checked against the supervisor's entries in order to assure accuracy.

B. Division among Producers of Tobacco and Workstock and Equipment and Land Furnished with respect thereto.

1. The following method of summarizing the tobacco acreage shares of different producers is suggested:

Work out the acreage shares in columns c, p, and s of Form ECR-114 for each field in which tobacco is grown and then total for each producer his acreage share of tobacco.

Summaries, as indicated above, will be made for each individual tenant and cropper for tobacco.

2. The workstock and equipment furnished by different producers may be summarized as follows:

Where the workstock and equipment has been furnished by different producers with respect to the tobacco crop, the respective acreages shown for

such producers will be added together. Separate totals for each producer will be obtained for tobacco.

3. Determine from Form ECR-114 the producer(s) who furnished the land with respect to tobacco.

C. Where the letters "(PS)" indicating that different producers contributed to carrying out a soil-building practice included in the 1937 farming program were entered by the supervisor opposite (immediately following) the names of such producers, the County Committee will obtain agreement of such producers as to how the General Farm Allowance (or such part as has been earned) shall be divided, at the time the application for payment is signed. If agreement is not obtained, the County Committee will recommend to the Director of the East Central Division a division based upon their findings as to who carried out the farm program. Such recommendation will accompany the application for payment. A complete statement of all facts connected with the case will accompany such recommendation.

D. General Farm Allowance.

Disregard items 1, 2, 3, 4, and 5, respectively, of section 3 on Form ECR-115.

Enter as the general farm allowance, in the space provided for the soil-building allowance, \$20 or the amount obtained by multiplying the acreage of cropland, as shown on Form ECR-101, by \$1.00, whichever is the larger.

The recording of the general farm allowance, as provided above, is intended to serve as a check on the allowance as calculated and supplied to producers on Form ECR-101-Johnson County, Tennessee. It will be well to notify the producer if the general farm allowance figure as supplied to him is found to be incorrect.

Sec. 4. Codes for Use in Recording Soil-Building Practices under Johnson County Program.

Designation in ECR-B-101-Johnson County, Tennessee	Practice	
	Code	Description
(a) Seeding legumes or perennial grasses	A	Alfalfa; red clover; mammoth clover; sericea; bluegrass; Austrian winter peas; vetch; crimson clover; alsike clover; sweet clover; annual lespedeza; orchard grass; white clover; redbud; timothy; or any mixture of grasses or legumes listed under this code "A".
(b) Growing green manure crops and cover crops	B	Soybeans; velvet beans; cowpeas; crimson clover; Austrian winter peas; vetch; rye; barley; wheat; buckwheat; Italian ryegrass; oats; small grain mixtures; Sudan grass; millet; or sorghum, plowed or disced under; also soybeans; velvet beans; cowpeas; or lespedeza, not grazed or pastured, when all of the forage is left on the land.
(c) Planting forest trees	C	Planting trees.
(d) Improving stands of forest trees	D	Thinning or pruning woodland.
(e) Improving land by the use of ground limestone	E-1	Ground limestone--1,000 pounds per acre or more.
	E-2	Ground limestone--Drilling 500 to 999 pounds per acre with seed of approved grass or legume.
(f) Improving land by use of superphosphate	F-1	Phosphate on pasture or a legume or perennial grass or on a green manure crop plowed or disced under.
	F-2	Phosphate on legume or perennial grass seeded in connection with depleting crop.
	F-3	Triple superphosphate on pasture or a legume or perennial grass crop, or on a green manure crop plowed or disced under.
	F-4	Triple superphosphate on legume or perennial grass with depleting crop.
(g) Control of erosion by terracing	G	Building terrace in accordance with approved terracing methods for the land needing terracing.

Issued July 27, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SEP 13 1937

EAST CENTRAL DIVISION

U. S. Department of Agriculture

1937 Agricultural Conservation Program - East Central Region-
White County, Tennessee

ECR-B-102, Part VII-W is comparable with ECR-B-102, Part VII (for use in connection with the regional program), but will be used only in White County in connection with the special program for the county.

PROCEDURE FOR DETERMINATION OF PERFORMANCE

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1937 Agricultural Conservation Program for White County, Tennessee.

State supervisors working under the direction of the State office will visit the county within 30 days after the local supervisor starts working and unless the work is near completion at that time will visit the county again when the work is completed. The State supervisors will check at least one farm reported by each local supervisor and at least three percent of all farms in the county. Not less than one-half of the local supervisor's reports which are checked in each county will be selected at random. The State supervisor will check such part of the local supervisor's report on a farm as is required for him to become satisfied that the report is accurate. A list will be kept of the farms which are checked and a complete report will be made of any errors that are found. A copy of such report on each farm will be filed in the county office and a copy will be filed in the State office. Local supervisors will not be paid until their work has been checked and found to be satisfactory.

Section 1. Assembling in county office necessary forms and information for supervisors.

A. Assemble for each farm:

1. Farm map made from aerial photograph (or if the photograph is to be used by the supervisor in checking performance, the photograph and the forms named below for the several farms included on the photograph).
2. Form ECR-114, "Supervisor's Farm Report - 1937".

3. Form ECR-7, "1936 Map of Cropland".

The above forms (not the aerial photograph) for each farm should be placed in an individual 9 x 12-inch envelope so as to guard against loss or confusion with other forms. Some identification such as the operator's name should be shown on the outside of the envelope so as to facilitate handling.

If aerial photographs are to be used by supervisors instead of maps made from aerial photographs in checking performance, special instructions relating thereto will be issued by the State office.

B. Make the following entries on Form ECR-114 at the county office prior to delivery to the supervisors:

1. State and county code, 1937 serial number, aerial photo number, and the name and address of the operator in the spaces provided;
2. in section 2, the base acreage of general soil-depleting crops (rounded to whole acres), tobacco, and cotton, and the word "yes" or the word "no" to show whether the farm is eligible for diversion from the general base (reference to Form ECR-109 will be necessary to determine whether the farm is eligible for diversion from the general base); and the soil-conserving base;
3. in section 3, the location of the farm, if such is necessary for the guidance of the supervisor.

Sec. 2. Procedure for Supervisors.

- A. Receive from the county office a number of sets of forms for such number of farms as can be visited and checked for performance within a reasonable period of time.
 1. Supervisors will keep the set of forms for each farm in a separate envelope.
- B. Visit farm and, if possible, get the 1937 operator to assist in checking performance. If the operator is unable to assist, he should designate some one as his representative to

assist supervisor. The supervisor is not to go upon any farm, or engage in any activity thereon in checking performance, unless the operator acquiesces.

1. The operator should be notified in advance of the visit if practicable.

C. Execution of Form ECR-114 by supervisor.

1. Farm Field Report (section 1 of Form ECR-114). This section should be filled in by the supervisor at the time he checks performance. The supervisor will make no entries in columns marked with an asterisk*.

Column a: The field letter entered in column a should agree with the field letter on the 1937 farm map. (If the supervisors take the aerial photographs to the field, then special instructions issued by the State office will be followed.)

Column b: The acreage in each field as shown on the farm map will be entered at the county office in column b: However, the supervisor may enter his own estimates of acreage in column b if the county office has not made the entries in column b. The county office will necessarily change such of his estimates as are determined to be in error. The supervisor may enter his estimates in columns d, e, f, and g, subject to correction by the county office.

Column c: Show all crops grown (including green manure crops or crops pastured) or seeded on each field not later than October 31, 1937, except that small grains seeded alone in the fall of 1937 need not be shown. Indicate subdivisions of fields as A1, A2, etc. where two or more depleting crops are grown in the same field. If two or more producers have separate acreages of the same crop in the same field, a subdivision of the field should be shown for each producer, and the estimated acreage in each producer's separate crop should be shown. For

shared as follows: John T. Smith, landlord, gets $1/4$ of 10 acres; Sam B. Jones, share-tenant, gets $1/4$ of 10 acres; Joe S. Brown and Tom J. Green, sharecroppers, each get $1/2$ of 5 acres. In such case, two subdivisions of 5 acres should be shown as A1 and A2. The sharecroppers would be shown in column k once each; the share-tenant would be shown twice in column k.

In order to check approximately the crops of several producers on the same farm, it may be desirable to record the estimated acreage in the crop of each such producer and balance the sum of such acreage with the estimated total acreage of the crop on the farm.

Examples of various combinations of crops in fields follow:

A ten-acre field in which is grown 2 acres of cotton and 8 acres of corn may be shown as "A1-2 acres cotton" and "A2-8 acres corn".

A ten-acre field of oats and lespedeza will be shown as "Oats and lespedeza". However, in this kind of case a note should explain the disposition of the oats ("Oat hay" or "Oats pasture", etc.), since the classification of the land will be affected by such disposition.

A 5-acre field of early potatoes followed by corn which is followed by winter oats and crimson clover may be shown in one field as "Potatoes-corn-winter oats-crimson clover", unless different producers share the depleting crops in such manner as to require use of subdivisions.

Where crops are interplanted in orchards, the supervisor

should estimate the proportion occupied by the trees and that occupied by the interplanted crop and enter this estimate in column c, such as "Orchard 1/2-bluegrass 1/2", for example.

Column d: Enter in column d the acreage of depleting crops for the corresponding depleting crops described in column c. Where two depleting crops are grown in succession on the same land in 1937, the acreage figure of the second such crop should be circled (except that if a general crop was grown on the land used for cotton or tobacco, the acreage of the general crop should be circled).

Column e: Enter in column e the acreages of the corresponding conserving crops described in column c. If the conserving crop in column c followed a depleting crop or was grown in combination with a depleting crop, the acreage figure in column e should be circled. The entire acreage of the conserving crop should be entered in column e in every case. For instance, a 10 acre field of wheat harvested and grown with lespedeza would be shown in column d as 10 acres and in column e as 10 acres circled.

Column f: Enter in column f the acreage of the field classified as neutral cropland. For example, the acreage of orchard actually occupied by trees or the acreage of idle cropland should be entered in column f.

Column g: Enter in column g the total acreage of non-cropland in the field. (The acreage of non-crop, open pasture in the field should be entered in column g and circled.)

Column h: Enter in column h the description of soil-building practices as shown in section 4 of these instructions. Practices of seeding legumes and perennial grasses and growing green manure crops and cover crops should be substantiated by the crops shown in column c. The practices of application of superphosphate should be substantiated by an entry of a crop in column c which is eligible for the application of superphosphate. If 500 to 999 pounds of limestone or equivalent is applied per acre, it should be substantiated by a crop on which an application at this rate can be approved, and it should have been applied by drilling with the specified legumes or grasses. The total quantity of the materials used in connection with each practice, such as seed used in seeding legumes or perennial grasses, the total pounds of lime or superphosphate applied, or the total number of feet of terrace constructed, should be recorded in column h under "materials used". For example: "Lespedeza 100 pounds;" "Red clover 200 pounds"; "Terrace 1,500 feet"; etc.

Column i: The respective acreages on which soil-building practices were carried out should be entered in this column. In determining whether a person incurred expense in carrying out a soil-building practice which entitled him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without receiving compensation therefor.

Where two or more producers are to share in the payment for any practice, the letters PS in parentheses - thus, (PS) - should be placed opposite the name of the share-tenant or sharecropper in column k to indicate that a share of the practice is to be credited to the tenant or cropper. Similarly, the letters (PS) should be placed at the right-hand margin of the line on which the practice is recorded (at the right of the figure representing the number of the line) to indicate that a part of the practice is to be credited to the owner. Where only one producer is entitled to the practice payment for the entire farm his name may be entered above column h.

Column j: In column j the supervisor will enter a notation of the evidence supplied by the farmer of any practice carried out on the field and also a statement of any practice intended to be carried out on the farm not later than October 31, 1937. This statement will be used in making a check to determine whether it appears likely that the farmer will earn his general farm allowance, and to indicate practices which will need to be checked later.

Column k: Column k (as well as the accompanying columns l and m) will not be used unless there is a share-tenant or a sharecropper. The name and address of the tenant should be listed on the upper half of the line in all cases, and the name and address of the sharecropper should be listed on the lower half of the line in all cases. The owner's name will not be listed in column k in

any instance. For example:
If the crop is shared by the owner, John T. Smith, share-tenant, Sam B. Jones, and sharecropper, Joe S. Brown, the name Sam B. Jones will be entered on the upper half of the line in column k and the name Joe S. Brown will be entered on the lower half of the line in column k. The name of the owner will be entered in all cases in the space provided above columns q, r, and s.

Column l: Enter in column l for each field or subdivision of a field the fractional share of the crop (or the proceeds thereof) to which the share-tenant or sharecropper is entitled. If there is no tenant or cropper, no entry will be made in column l.

Column m: Where one share-tenant (or sharecropper) furnished all of the workstock and equipment for the entire farm, the word "All" should be entered in column m on the line on which the name of such producer appears. Where two or more producers jointly furnished the workstock and equipment which is used on the entire farm, the fractional share of each should be shown in column m opposite his name and above such fractions should be entered the word "Farm" to indicate that the workstock and equipment is used for the entire farm. This entry need be made only once for each such producer jointly furnishing the workstock and equipment for the entire farm.

Where different producers furnished the workstock and equipment with respect to the depleting crops of different producers on the farm, the acreage of the depleting crop

in each field with respect to which each producer furnished the workstock and equipment should be shown opposite such producer's name in column m. (The acreage for the owner in such cases should be shown in column r.)

Columns n*, o*, and p*: The supervisor will make no entries in columns n, o, and p.

Column q: Enter in column q the fractional share of the owner in the depleting crop for each field. If there is no tenant or cropper and the owner receives all of the crop, the word "All" may be entered.

Column r: Enter in column r the part of the workstock and equipment furnished by the owner.

If the owner furnished all the workstock and equipment for the entire farm, the word "All" should be written in column r. Such entry need be made but once.

If the owner and another producer jointly furnished the workstock and equipment for use on the entire farm, enter the fractional interest of the owner in column r and write the word "farm" above the fractions.

If different producers furnished the workstock and equipment with respect to the depleting crops of different producers on the farm, the acreage of the depleting crop in each field with respect to which the owner furnished the workstock and equipment should be entered in column r.

Column s: The supervisor will make no entry in column s.

Land furnished: Where the land is furnished by more than one producer, the acreage furnished by each such producer should be entered in parentheses immediately following such producer's name.

2. Other Farms Owned or Operated (section 4 of Form ECR-114). The supervisor should identify carefully other farms owned or operated by the owner or share-tenant. Serial numbers or descriptions may be used.
3. Operator's Certificate (section 5 of Form ECR-114). The signature of the operator or of his representative should be obtained immediately after performance is checked by the supervisor and the Form ECR-114 has been filled in (with the exception, of course, of the entries which require computations by the county office or are to appear in columns marked *).

Sec. 3. Checking Supervisor's Report in County Office.

Supervisors should deliver or mail completed farm reports to the county office at the end of each day for the first week during which they work, and thereafter twice during the week, or at the end of the week, as instructed by the county office. The supervisor's report should be checked promptly upon receipt at the county office. The supervisor should be advised, without delay, of any errors he has made and should be instructed to make any necessary corrections and to obtain any information which is missing from his report. Promptness in checking the supervisor's reports will save much time and effort. Preparation of Form ECR-115, as provided below, and preparation of a pencil copy of Form ECR-117, "Application for Payment", will be the best check which can be made on the supervisor's report.

In checking the supervisor's report, the county office should (after entering the State and county code and serial number, aerial photo number, and the name and address of the operator in the space provided), first prepare sections 1 and 2 on Form ECR-115, and, second, work out from Form ECR-114 for the respective producers on the farm the division of crops, practices, workstock and equipment furnished, and land furnished.

A. Preparation of sections 1 and 2 of Form ECR-115.

1. Farm Acreages for 1937 (Section 1 of Form ECR-115). The 1937 farm acreage

totals for the different general soil-depleting crops, for tobacco, and for cotton should be entered in the space provided. If two or more depleting crops were grown on the same acreage, only one of the crops should be counted in the acreage totals for the farm and the acreage figure for the other crop(s) should be circled. If tobacco or cotton was grown on land used for a general depleting crop in the same year, the acreage of the general crop should be circled. For example, if 5 acres of corn were grown following 5 acres of potatoes, the potato acreage should be shown as 5 and the corn acreage shown as 5 circled. If 8 acres of corn were grown without following another depleting crop and 5 acres of corn were grown following 5 acres of potatoes, the potato acreage would be shown as 5 acres and the corn acreage would be shown as 8 not circled and 5 circled.

The base acreage of general soil-depleting crops, tobacco, and cotton should be entered in the space provided. The word "Yes" or "No" should be entered to indicate whether the farm is eligible for diversion from the general soil-depleting base.

In line 13 should be entered the totals of the figures not circled in lines 1-12, inclusive.

In line 17 should be entered the total of the 1937 acreage figures in lines 13-16, inclusive.

In lines 18-26, inclusive, the names and acreages of conserving crops should be entered in the proper columns. For example, 10 acres of alfalfa should be shown as "Alfalfa" and the figure 10 entered in the column headed "Alone". In the case of 10 acres of wheat (cut) grown with lespedeza, the words "Wheat (cut) and lespedeza" should be shown and the figure 5 entered in the column headed "On depleting acreage". Ten acres of crimson clover following 10 acres of corn should be listed "Crimson

clover-corn" and the full figure 10 entered in the column headed "On depleting acreage". If two conserving crops are grown on a tract of land, such crops cannot be counted as conserving for an acreage greater than the acreage in the tract. For example, 10 acres of lespedeza cut for hay followed by crimson clover will be shown on line 18 as "Lespedeza" and the figure 10 entered in the column headed "Alone", and on the following line as "Crimson clover after lespedeza" and the figure 10 circled entered in the column headed "Alone".

Ten acres of oats and crimson clover cut for hay and followed by corn and crimson clover will be shown as follows: In the conserving crop space the crops would be shown on separate lines as "Crimson clover on oats" and "Crimson clover after corn". The figure 5 should be entered in the column headed "On depleting acreage" for the entry "Crimson clover on oats". The figure 5 should be entered in the column headed "On depleting acreage" as the acreage of the "Crimson clover after corn" since not more than the entire acreage may be counted as conserving. The oats and corn will be entered on separate lines as depleting crops as follows respectively: "Oat hay, (crimson clover)" and "Corn". The figure 10 will be entered as the corn acreage.

In line 27 should be entered in the respective spaces the two totals of the figures not circled in lines 18-26, inclusive. The sum of the two totals should be entered and circled in line 27.

In line 28 should be entered the acreage of orchards and vineyards less any acreage occupied by interplanted crops.

In line 29 should be entered the acreage of neutral or idle cropland other than orchard area.

In line 30 should be entered the total acreage of cropland as determined from the supervisor's report and also as recorded on ECR-101.

In line 31 should be entered the acreage of open non-crop pasture as determined from the supervisor's report and also as recorded on ECR-101.

In line 32 should be entered the acreage of other non-cropland as shown on the supervisor's report.

In line 33 should be entered the acreage of farm land.

2. Soil-Building Practices (Section 2 of Form ECR-115).

Enter in the space provided the proper code (as outlined in section 4 of these instructions) and also brief description of each approved practice actually carried out on the farm not later than October 31, 1937. The acres on which each practice was carried out will be shown in the space provided. The rate of payment per acre or per unit should be entered in the column headed "Rate". The "rate" entered will be the rate of payment as shown for the practice in ECR-B-101-White County, Tennessee, and in Sec. 4 of these instructions. This will enable the county office to determine whether or not the general farm allowance has been earned. If the allowance has not been earned by practices or by practices and diversion from the general base and no evidence of intended additional practices appears in column j of section 1 of Form ECR-114, the county office may desire to advise the operator of such fact so that he may understand that his allowance could cover the carrying out of additional practices.

Examples follow:

Ten acres of alfalfa seeded should be shown in the first column as "A-1 Alfalfa" (A-1 in this case being the

code, and Alfalfa being the description of the practice); and in the second column the figure 10 should be entered.

Ten acres of crimson clover turned under as green manure should be shown as "B-2 crimson clover turned" and the figure 10 should be entered in the second column.

Fifteen acres of forest trees planted on cropland should be shown as "C-1 trees-cropland" and the figure 15 entered in the second column.

Five acres of woodland thinned should be shown as "D woodland" and the figure 5 entered in the second column.

20,000 pounds of limestone applied on 3 acres should be shown as "E-1 Lime 20,000 lbs." and the figure 3 entered in the second column even though payment cannot be made on more than 5,000 pounds per acre or a total of 15,000 lbs. (and rounded to 14,000 pounds). If 14,000 pounds of hydrated lime or 10,000 pounds of burnt lime had been used the entry would show the form of lime applied and the equivalent number of pounds of ground limestone, as "E-1 Lime-Hyd-Equal 20,000 lbs.", or "E-1 Lime-Burnt-Equal 20,000 lbs."

Five hundred pounds of limestone per acre drilled with seed of red clover on 4 acres should be shown as "E-2 Lime 2,000 lbs. drilled Red Cl." and the figure 4 should be entered in the second column. (The seeding practice for the red clover should be shown separately.)

Six hundred pounds of 16% superphosphate applied to one acre of red clover should be shown as "F-1 600 lbs. 16% phos. Red Cl." and the figure 1 should be entered in the second column even though the application exceeds that for which payment can be made.

Five hundred pounds of triple superphosphate applied to 5 acres of lespedeza grown with wheat (grain) should be shown

as "F-4 500 lbs. triplephos. Lesp. & Wheat" and the figure 5 showing the acreage should be entered in the second column. In case of triple superphosphate, figures representing the quantity of concentrated material should be used.

Where both a milk cow and a home garden were made a part of the 1937 farming program, such practice should be shown as "H-Milk cow and garden" and the word "both" should be entered in the second column in order to indicate that the entire practice was carried out.

The summary of practices should be checked against the supervisor's entries in order to assure accuracy.

A. Division among Producers of Crops, Workstock and Equipment Furnished, and Practices.

1. The following method of summarizing the acreage shares of different producers is suggested.

Enter the field letter in column n and work out the acreage shares in columns o, p, and s of Form ECR-114 for each field. Then use Form ECR-116 (Tabulation of Crops and Practices) for the purpose of summarizing for each producer his acreage share of different crops.

In following this method, the name of the producer would be written on Form ECR-116 in the column for field letters. The names of the crops would be written across the top of the form in the spaces provided and the acres share of each producer would be entered for each field under the column used for the crop. These acres shares would then be totaled.

Summaries, as indicated above, will be made for each individual tenant and cropper for "general crops", for tobacco and for cotton.

Where there are two or more producers under an application, entries showing

division of the acreage of general crops should be shown if

- (a) a payment can be made for diversion from the general crops, or
 - (b) there is a reference to other farms owned or operated in accordance with section 2, ECR-B-102, Part VIII-W.
2. The workstock and equipment furnished by the different producers may be summarized as follows:

Where the workstock and equipment has been furnished by different producers with respect to the crops of different producers on the farm, the respective acreages shown for such producers will be added together. Separate totals (in such instance) for each producer will be obtained for "general crops", "tobacco", and "cotton".

3. Practices:

The various practices will be divided on the basis of the information shown in the Supervisor's Farm Report as to which producer shared in the different practices. This may be done on Form ECR-116, or on Form ECR-114 if there is sufficient space on such form.

Where the letters "(PS)" indicating that different producers incurred expense in carrying out a soil-building practice on a given acreage were entered by the supervisor opposite (immediately following) the names of such producers, the acreage of the practice (or number of units in the case of lime, phosphate, or terraces) should be divided equally among the respective producers.

C. General Farm Allowance:

In section 3 of ECR-115, enter as the general farm allowance in the space for the minimum soil-building allowance the larger of the two figures: \$20.00; or the figure obtained by multiplying \$1.00 by each acre of cropland.

Items 1, 2, 3, 4, and 5 on Form ECR-115 will be disregarded.

Sec. 4. Codes for Use in Recording Soil-Building Practices under White County Program.

Designation in ECR-B-101- White County, Tennessee	Practice	
	Code	Description
(a) Seeding legumes and perennial grasses	A-1	Alfalfa: (\$2.50 per acre).
	A-2	Red clover; mammoth clover; or bluegrass; or any mixture containing 50 percent or more by weight of legumes listed in this A-2 or in A-1 above; (\$2.00 per acre).
	A-3	Crimson clover; alsike clover; sweet clover; annual lespedeza; orchard grass; or any mixture containing 50 percent or more by weight of bluegrass or of legumes listed in this A-3 or in A-1 or A-2 above: (\$1.50 per acre).
	A-4	White clover; redtop; timothy; or any mixture of grasses or legumes listed above: (\$1.00 per acre).
(b) Growing green manure crops and cover crops	B-1	Soybeans, velvet beans, or cow- peas, plowed or disced under: (\$2.00 per acre).
	B-2	Crimson clover, plowed or disced under; rye, barley, wheat, Italian ryegrass, or oats, or mixtures of these, plowed or disced under; Sudan grass, millet or sorghum, plowed or disced under: (\$1.00 per acre).
(c) Planting forest trees	C-1	Planting forest trees on crop- land: (\$7.50 per acre).
	C-2	Planting forest trees on non- cropland: (\$5.00 per acre).
(d) Improving stands of forest trees	D	Thinning or pruning woodland: (\$2.50 per acre).
(e) Improving land by use of ground limestone	E-1	Ground limestone - 1,000 pounds per acre or more not to exceed 5,000 pounds per acre: (\$1.50 per ton).

Designation in ECR-B-101- White County, Tennessee	Practice	
	Code	Description
(f) Improving land by the use of super- phosphate	E-2	Ground limestone - Drilling 500 to 999 pounds per acre with seed of approved perennial grass or legume: (\$1.50 per ton).
	F-1	Phosphate on pasture or a legume, perennial grass or green manure crop: (60¢ per 100 pounds of 16% or equivalent).
	F-2	Phosphate on legume or perennial grass seeded in connection with depleting crops: (30¢ per 100 pounds of 16% or equivalent).
	F-3	Triple superphosphate on pasture or a legume or perennial grass crop: (\$1.60 per 100 pounds).
	F-4	Triple superphosphate on legume or perennial grass with deplet- ing crop: (80¢ per 100 pounds).
(g) Terracing	G	Building terraces in accordance with approved terracing methods for the land needing terracing: (40¢ per 100 feet).
(h) Provision for products for home consumption	H	Inclusion in the farming program of a home garden and a milk cow where not already a part of farming program (\$10).

★ AUG 25 1937

Issued June 8, 1937

U. S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

EAST CENTRAL DIVISION

1937 Agricultural Conservation Program—East Central Region

PREPARATION OF APPLICATION FOR PAYMENT

(Applicable in the States of Kentucky, North Carolina, Tennessee, Virginia, and West Virginia)

East Central Region Bulletin 102, Part VIII

NOTE.—Parts I and II of ECR—B-102 relate to the preparation of Form ECR-101, Statistical Summary for Areas With Two or More Bases and Form ECR-102, Statistical Summary, respectively, and are applicable throughout the region. Parts I and II of ECR—B-102 were not published as such, as the instructions contained therein related chiefly to the mechanical procedure of filling out the statistical summary form.

Part III of ECR—B-102 relates to requests by producers for triple superphosphate and is applicable in North Carolina, Tennessee, Virginia, and Kentucky.

Part IV of ECR—B-102 relates to increases in tobacco soil-depleting bases in conjunction with decreases in soil-depleting bases for other kinds of tobacco and is applicable in Kentucky, Tennessee, and Virginia.

Part V of ECR—B-102 relates to the preparation of Form ECR-109, Statement of 1937 Bases and Allowances and Form ECR-110, 1937 Bases and Allowances, and is applicable throughout the region.

Part VI of ECR—B-102 relates to farms cooperating in programs of the Soil Conservation Service or the Resettlement Administration and is applicable throughout the region.

Part VII of ECR—B-102 relates to the procedure for determination of performance and is applicable in Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

The application for payment—1937 agricultural conservation program—East Central Region, form ECR-117, will be filled out in the county office from the supervisor's farm report, form ECR-114. One pencil copy of the application will first be prepared from which will be made three typed copies. The pencil copy and one of the typed colored copies are for county office files. The original (white) and a colored copy will be sent to the State office. The pencil copy should be made on the colored copy of the application since an extra supply has been prepared on colored paper for use in making pencil copies.

One or more farms may be included under a single application. An application may *not* be submitted for *part* of a farm.

Applications for payment should be numbered serially. The serial number of the work sheet may be used for the application. Care should be exercised to avoid duplicating numbers. For applications

covering land not covered by application in 1936, the work sheet should accompany the application to the State office.

SECTION 1. BASES, 1937 CROP ACREAGES AND PRACTICES—SECTION I OF FORM

A. Rate of payment per acre.—Enter on the line "yield" the yield per acre for peanuts, tobacco, and cotton, respectively. Enter on line 1 the rate of payment for general crops.

If in any case general soil-depleting crops were grown in 1937 on land covered by an application for which there is no general soil-depleting base, and such crops were not for home consumption on the farm, the rate of payment per acre determined for other land in the same locality similar to that covered by the application should be entered on line 1 as the rate of payment for the land covered by such application and a zero should be entered on line 2 as the general soil-depleting base. A similar procedure should be followed in determining and entering a yield per acre for those cases in which there is no peanut soil-depleting base for the farm and peanuts were grown in 1937; or in which there is no tobacco soil-depleting base for the farm and tobacco was grown in 1937; or in which there is no cotton soil-depleting base for the farm and cotton was grown in 1937.

If two or more farms which were covered by separate work sheets are included in one application for payment, the rate of payment per acre (or yield per acre in the case of peanuts, tobacco, or cotton) for each base on the application will be the weighted average rate or yield per acre for diversion from such base for all such farms obtained as follows:

1. Multiply the rate of payment or yield per acre for diversion from each soil-depleting base by the number of acres in such base. Add the resulting products for each base;
2. Add the respective soil-depleting base acreages for all the farms; and
3. Divide the sum obtained for each soil-depleting base under paragraph 1 above by the number of acres obtained for such base under paragraph 2 above.

B. Base acres.—Enter on line 2 in the respective columns the base acres for general soil-depleting crops, peanuts, tobacco, and cotton.

C. 1937 acreage of soil-depleting crops.—Enter on line 3 the 1937 acreage of general soil-depleting crops, peanuts, tobacco, and cotton. Acres should be rounded to the nearest tenth of an acre (except that if the tobacco base is 0.2 acre or less, the 1937 tobacco acreage should be expressed in hundredths).

D. Division of crops, of work stock and equipment furnished, and of land furnished.

1. Type in the lines 12a, 13a, 14a, and 15a the name and address of each producer who is entitled to a share in any soil-depleting crop (or the proceeds thereof) or who has incurred any portion of the expense of carrying out any soil-building practice. If there are more than four producers,

supplement 1, application for payment should be used. If there is only one producer under the application, only the name and address of such producer will be entered in line 12a and it will not be necessary to make other entries on such line or the lines immediately below (i. e., no entries need be made under division of crops, of work stock and equipment, of land, and of practices).

2. Share of crop. In lines 12a, 13a, 14a, and 15a enter in column B the share of each producer in the general soil-depleting crops (or the proceeds thereof) expressed in acres. These entries should be added together in order to make certain that the total is equal to the 1937 acreage of general soil-depleting crops on the farm as shown in line 3, column B (or the general soil-depleting base as shown in line 2 if the payment is not being divided on the basis of the shares of the different producers in the crops).

Where there are two or more producers under an application, entries showing division of the acreage of general crops may be omitted if there is

- (a) No reference in accordance with section 2 below to other farms owned or operated;
- (b) No deduction for general crops in excess of the base; and
- (c) No payment for diversion of general crops.

In the same manner enter in columns C, D, and E in lines 12a, 13a, 14a, and 15a the acres share of the peanuts, tobacco, and cotton crops (or the proceeds thereof) to which each producer is entitled, and check to see that the total of the individual acreages equals the total 1937 acreages shown in line 3 (or the base as shown in line 2 if the payment is not being divided on the basis of the shares of the different producers in the crop). If the tobacco base is 0.2 acre or less, or if it is desired to divide the 1937 tobacco acreage or base exactly between two or more persons, then such 1937 tobacco acreages or base divisions may be expressed in hundredths.

3. Work stock and equipment furnished. Enter in column F under the subheading "WS & Eqpt." the data showing the work stock and equipment furnished by each producer. Fractions totaling to 1 or percentages totaling to 100 should be used.

If different producers furnished work stock and equipment for the different crops produced on the land included under the application, then the total acres of each soil-depleting crop for which each producer furnished work stock and equipment should be entered in parentheses in lines 12b, 13b, 14b, and 15b. The sum of such acreages should equal the 1937 acreage in line 3 or the base acreage in line 2. When this procedure is followed, no entries will be made in column F.

4. Land furnished. Show land furnished in column G as indicated on Form ECR-114.

E. Soil-building practices.—Enter in line 4 columns H to M opposite the entry "Practice code" the code for each soil-building practice which has been carried out on the farm in 1937. Below each practice code should be entered in line 5 the acres or other units for that particular practice. The acreage entry (carried to tenths if necessary) in line 5 should be the total acres involved in the practice of seeding legumes and perennial grasses, growing green manure crops or cover crops, planting of forest trees, improving stands of forest trees, or subsoiling. The unit entry in line 5, however, should be the total units applied (lime to the nearest tenth of a ton, phosphate or potash in pounds, terrace in linear feet) not to exceed that on which payment can be made.

In all cases where lime, superphosphate, or potash is used the total amount used should be divided by the number of acres on which the material is applied to make certain that a rate of application is not approved higher or lower than the maximum or minimum rates of application per acre specified in ECR—B-101. If the rate of application per acre is less than the minimum specified in ECR—B-101, the practice should not be included in the application for payment. If the rate of application is greater than the maximum rate on which payment can be made as specified in ECR—B-101, the total quantity included for the practice in the application for payment in line 5 should be the maximum rate of application per acre on which payment can be made multiplied by the total number of acres on which the practice was performed.

The total number of linear feet of terraces constructed will be shown in line 5 rather than the number of acres on which the terraces were constructed.

Where triple superphosphate was obtained from the Agricultural Adjustment Administration, the original Form ECR-103, request for triple superphosphate, which furnished the basis for the amount of triple superphosphate received should be sent with the application for payment to the State office. Care should be taken to attach the original form ECR-103 since in many cases revisions in the figures entered therein were made by the State office. Where triple superphosphate was obtained from the Agricultural Adjustment Administration, the total pounds obtained should be entered in parentheses in line 4 besides the practice code. All entries will be the actual number of pounds of triple superphosphate (not converted to equivalent of 16 percent or 20 percent).

If for any reason the total pounds of triple superphosphate furnished to producers as shown by the entry in line 4 differs from the pounds applied so as to give the producers credit for a soil-building practice, then this total number of pounds should be divided among the producers in lines 12a, 13a, 14a, and 15a of the column headed "Superphosphate furnished." For example, 1,000 pounds of triple superphosphate might be furnished to the producers on a farm. Of this 1,000 pounds, they might succeed in applying only 800 pounds prior to October 31, 1937, or they might apply 200 pounds improperly so as to be ineligible to receive credit for the practice. In such case, the entry in line 4 opposite the practice code would be 1,000 pounds; the entry in line 5 would be 800 pounds; the entries in lines

12a, 13a, 14a, and 15a immediately beneath, would be the 800 pounds as divided among the several producers; and (since deductions must be made for the full 1,000 pounds) the entries in the column "Superphosphate furnished" would be the 1,000 pounds as divided among the several producers. **The county office will make no entries in the column "Superphosphate furnished" if the same number of pounds of triple superphosphate is entered in line 4 and in line 5.**

F. Division of soil-building practices.—Opposite the name and address of each producer in lines 12a, 13a, 14a, and 15a enter under each practice the number of acres or other units showing the shares of such producers in such practice. The sum of the acreages or units for all producers for each practice should equal the total acres or total units for such practice.

SEC. 2. CODE AND SERIAL NUMBERS OF APPLICATIONS COVERING OTHER FARMS—SECTION II OF FORM

If a person is interested as owner or share tenant in two or more farms located in the same county, which are included under two or more applications for payment, a cross reference on such applications (by entering serial numbers in section II of each of the applications) will be necessary *if no payment can be made under one or more of the applications*. If the county office determines (rough calculations will be sufficient) that a payment can be made under each of the respective applications, no cross reference will be necessary. However, if the county office cannot determine whether a payment can be made, a cross reference will be necessary. Where a cross reference is made on two or more applications, they should be grouped together when submitted to the State office.

SEC. 3. MISCELLANEOUS ITEMS AND SOIL-BUILDING ALLOWANCE—SECTION III OF FORM

Enter as item 1 the soil-conserving base as recorded on form ECR-101 or ECR-102. Make the entry to the left of the word "acres" in all cases—not in the box to the right of the word "acres."

Make no entry for item 2.

Enter as item 3 the 1937 acreage of soil-conserving crops as determined from the supervisor's report.

Make no entry for item 4.

Enter as item 5 "0" or "15", whichever is applicable, in accordance with the following provisions:

1. Enter "0."

(a) If general crops normally are not grown above home needs on an acreage amounting to 15 percent or more of the general base; or

(b) On farms having a general base of 20 acres or less and on which general crops normally are grown above home needs on an acreage equal to 15 percent or more of the base, if there is no peanut, tobacco, or cotton base, and the producer elected to have the farm considered ineligible for diversion.

2. Enter "15."

- (a) On farms having a general base of more than 20 acres, if general crops normally are grown above home needs on an acreage amounting to 15 percent or more of the base.
- (b) On farms having a general base of 20 acres or less, if general crops normally are grown above home needs on an acreage amounting to 15 percent or more of the base, and the producer elected to have the farm considered eligible for diversion.

Enter under "acres" as item 6 in those cases to which paragraph 1 (b) above is applicable (i. e., general base of 20 acres or less and the producer elects to have the farm considered ineligible for diversion) the acres of cropland in the farm. Make no entry for item 6 unless the case is one to which paragraph 1 (b) above is applicable.

Enter under "acres" as items 7, 8, 9, and 10 any acreage of commercial vegetables, commercial orchards, or fenced non-crop open pasture which is to be counted in determining the soil-building allowance for the farm. Make no entries under "dollars" for items 6, 7, 8, 9, and 10, or for the "Total" of the items.

SEC. 4. SIGNATURES

A. Obtaining signatures.—When the application has been filled in the signatures of the interested producers should be obtained. Producers should sign in lines 12b, 13b, 14b, and 15b. Signatures should be in ink whenever practicable. If, however, an application is signed with a pencil, the signature *must not* be traced in ink. Each signature *by mark must be witnessed* by one person who must sign his name in his own handwriting. Witnesses are not required for signatures other than those made by mark. A producer interested in the payments under the application may witness the signature of any other producer interested in such payments.

If for any reason the signature of a producer who otherwise would share in the payment cannot be obtained to an application, a statement of the reason why such producer did not sign should be written in the application in paragraph 4 of section IV. For example: "John Doe refused to sign"; or "John Doe cannot be located"; or "John Doe is traveling and cannot be reached."

Payment may be made to any producer whose signature cannot be obtained when the application is submitted if at some later time within the prescribed time limit such producer submits a supplementary application for payment. Any such supplementary application should be prepared by making a copy of the application originally submitted. This copy should be marked "Supplementary." It should be signed only by the producer who did not sign the original application. The committee certifications in sections V and VI should be signed by committeemen.

B. Form of and authority for signatures.—Signatures should be in the forms indicated below as correct. The community and county committee must determine that each person who signs an application in a representative or fiduciary capacity (as agent, attorney in fact, officer of a corporation, executor, etc.), is properly authorized to sign

in such capacity. If the committee does not have knowledge of the fact that such person is properly authorized to sign in such capacity, the committee should require the presentation of documentary proof of authority (refer to form ACP-16 for a detailed explanation of what types of documentary authority should be accepted). Documentary proof of authority in such cases may be returned to the producer or retained in the county office files with the county office copy of the application. It should not be forwarded to the State office.

FORM OF SIGNATURE

	Correct	Incorrect
By an individual-----	John Doe-----	
By a sole proprietor operating under a trade name.	XYZ Company, by John Doe, sole proprietor.	XYZ Company, by John Doe.
By an agent-----	John Doe, by Henry Smith, agent.	Henry Smith, agent, <i>or</i> John Doe, by Henry Smith.
For a corporation-----	ABC Company, Inc., by John Doe, president (or appropriate title).	John Doe, president, <i>or</i> ABC Company, Inc., by John Doe.
For a partnership-----	Smith and Jones, by Henry Smith, partner.	Smith and Jones, <i>or</i> Smith and Jones, by Henry Smith.
By an executor-----	John Doe, executor of the estate of Henry Smith, deceased.	Estate of Henry Smith, deceased, <i>or</i> John Doe, executor.
By coexecutors-----	John Doe, Richard Roe, co- executors of the estate of Henry Smith, deceased.	John Doe, Richard Roe, coexecutors.
By an administrator--	John Doe, administrator of the estate of Henry Smith, deceased.	Estate of Henry Smith, deceased, <i>or</i> John Doe, administrator.
By a guardian or com- mittee.	John Doe, guardian (or committee) of Henry Smith, minor (or incom- petent).	John Doe, guardian.
By a receiver or liqui- dator.	John Doe, receiver (or liquidator) of ABC Co.	ABC Company, <i>or</i> John Doe, receiver.
By a trustee-----	John Doe, trustee for the heirs of the Henry Smith estate.	Heirs of the Henry Smith estate, <i>or</i> John Doe, trustee.

The title of any State, county, municipal, or Federal officer must be given with his signature.

SEC. 5. CERTIFICATION

The supervisor or community committeeman who inspected the farms included under the application will sign the "certificate of inspection", section V of the application for payment. One member of the county committee will sign the "certificate of county committee", section VI of the form. In addition, two committeemen, including one who executed the "certificate of inspection" or the "certificate of county committee", should initial any changed figures or erasures which appear on the application. If a single application is

submitted with respect to two or more farms located in different counties, a county committeeman in each such county should sign.

Excess general depleting crops.—Where the 1937 acreage of general soil-depleting crops exceeded the general base, it will be necessary that the county committee determine whether such excess was required for home consumption on the farm or to replace a shortage of feed due to drought, flood, or other unfavorable weather conditions in 1936 or 1937. If the county committee finds that such excess was for either of such purposes, the words “was not” should be stricken from the part of the certification headed, “Excess depleting crops.” If the facts do not warrant such a finding by the county committee, the word “was” should be stricken out.

Deficiency of soil-conserving crops for meeting minimum and excess general depleting crops under flood or drought conditions.—If the county committee finds that the growing of general soil-depleting crops to replace a shortage of feed due to flood, drought, or other unfavorable weather conditions, in 1936 or 1937 caused the 1937 acreage of soil-conserving crops to be less than the minimum acreage of conserving crops, and that all cropland was devoted to either soil-depleting or soil-conserving crops, the words “was not” should be stricken from the part of the certification headed “Deficiency of conserving crops” in section VI of form ECR-117; but if the facts do not warrant such a finding by the county committee the word “was” should be stricken out.

PRELIMINARY FOR PURPOSES OF INSTRUCTION ONLY
JUNE 8, 1937

ECR-B-102, Part VIII

Issued June 8, 1937

PREPARATION OF APPLICATION FOR PAYMENT
Kentucky, North Carolina, Tennessee, Virginia and West Virginia

☆ JUN 17 1937 ☆

The Application for Payment--1937 Agricultural Conservation of Agriculture program--East Central Region, Form ECR-117, will be filled out in the county office from the supervisor's farm report, Form ECR-114. One pencil copy of the application will first be prepared from which will be made three typed copies. The pencil copy and one of the typed buff copies are for county office files. The original (white) and a buff copy will be sent to the State office. The pencil copy should be made on the buff colored copy of the application since an extra supply has been prepared on buff colored paper for use in making pencil copies.

One or more farms may be included under a single application. An application may not be submitted for part of a farm.

Applications for payment should be numbered serially. The serial number of the work sheet may be used for the application. Care should be exercised to avoid duplicating numbers. For applications covering land not covered in 1936, the work sheet should accompany the application to the State office.

Sec. 1. BASES, 1937 CROP ACREAGES AND PRACTICES-- Section I of Form.

- A. Rate of Payment Per Acre. Enter on line 1 the rate of payment for general soil-depleting crops, peanuts, tobacco, and cotton, respectively.

If in any case general soil-depleting crops were grown in 1937 on land covered by an application for which there is no general soil-depleting base, and such crops were not for home consumption on the farm, the rate of payment per acre determined for other land in the same locality similar to that covered by the application should be entered on line 1 as the rate of payment for the land covered by such application and a zero should be entered on line 2 as the general soil-depleting base. A similar procedure should be followed for those cases in which there is no peanut soil-depleting base for the farm and peanuts were grown in 1937; or in which there is no tobacco soil-depleting base for the farm and tobacco was grown in 1937; or in which there is no cotton soil-depleting base for the farm and cotton was grown in 1937.

If two or more farms which were covered by separate work sheets are included in one application for payment, the rate of payment per acre for each base on the application will be the weighted average rate per acre for diversion from such base for all such farms obtained as follows:

1. Multiply the rate of payment per acre for diversion from each soil-depleting base by the number of acres in such base. Add the resulting products for each base;
 2. Add the respective soil-depleting base acreages for all the farms; and
 3. Divide the sum obtained for each soil-depleting base under paragraph 1 above by the number of acres obtained for such base under paragraph 2 above.
- B. Base Acres. Enter on line 2 in the respective columns the base acres for general soil-depleting crops, peanuts, tobacco, and cotton.
- C. 1937 Acreage of Soil-Depleting Crops. Enter on line 3 the 1937 acreage of general soil-depleting crops, peanuts, tobacco, and cotton. Acres should be rounded to the nearest tenth of an acre.
- D. Division of Crops, of Work Stock and Equipment Furnished, and of Land Furnished.
1. Type in the lines 12a, 13a, 14a, and 15a the name and address of each producer who is entitled to a share in any soil-depleting crop (or the proceeds thereof) or who has incurred any portion of the expense of carrying out any soil-building practice. If there are more than four producers, Supplement 1, Application for Payment should be used. If there is only one producer under the application, only the name and address of such producer will be entered in line 12a and it will not be necessary to make other entries on such line or the lines immediately below (i.e., no entries need be made under division of crops, of work stock and equipment, of land, and of practices).
 2. Share of crop. In lines 12a, 13a, 14a, and 15a enter in column B the share of each producer in the general soil-depleting crops (or the proceeds thereof) expressed in acres. These entries should be added together in order to make certain that the total is equal to the 1937 acreage of general soil-depleting crops on the farm as shown in line 3, column B (or the general soil-depleting base as shown in line 2 if the payment is not being divided on the basis of the shares of the different producers in the crops).

Where there are two or more producers under an application, entries showing division of the acreage of general crops may be omitted if there is

- (a) no reference in accordance with section 2 below to other farms owned or operated;
- (b) no deduction for general crops in excess of the base; and
- (c) no payment for diversion of general crops.

In the same manner enter in columns C, D, and E in lines 12a, 13a, 14a, and 15a the acres share of the peanuts, tobacco, and cotton crops (or the proceeds thereof) to which each producer is entitled, and check to see that the total of the individual acreage equals the total 1937 acreage shown in line 3 (or the base as shown in line 2 if the payment is not being divided on the basis of the shares of the different producers in the crop).

3. Work stock and equipment furnished. Enter in column F under the subheading "WS & Eqpt" the data showing the work stock and equipment furnished by each producer. Fractions totaling to 1 or percentages totaling to 100 should be used.

If different producers furnished work stock and equipment for the different crops produced on the land included under the application, then the total acres of each soil-depleting crop for which each producer furnished workstock and equipment should be entered in parentheses in lines 12b, 13b, 14b, and 15b. The sum of such acreages should equal the 1937 acreage in line 3 or the base acreage in line 2. When this procedure is followed, no entries will be made in column F.

- E. Soil-Building Practices. Enter in line 4 opposite the entry "Practice Code" the code for each soil-building practice which has been carried out on the farm in 1937. Below each practice code should be entered in line 5 the acres or other unit for that particular practice. The acreage entry (carried to tenths if necessary) in line 5 should be the total acres involved in the practice of seeding legumes and perennial grasses, growing green manure crops or cover crops, planting of forest trees, improving stands of forest trees, or sub-soiling. The unit entry in line 5, however, should be the total units applied (lime to the nearest tenth of a ton, phosphate or

potash in pounds, terrace in linear feet) not to exceed that on which payment can be made under the terms and conditions of the 1937 program.

In all cases where lime, superphosphate, or potash is used the total amount used should be divided by the number of acres on which the material is applied to make certain that a rate of application is not approved higher or lower than the rate of application per acre specified in ECR-B-101. If the rate of application per acre is less than the minimum specified in ECR-B-101, the practice should not be included in the application for payment. If the rate of application is greater than the maximum rate on which payment can be made as specified in ECR-B-101, the total quantity included for the practice in the application for payment in line 5 should be the maximum rate of application per acre on which payment can be made multiplied by the total number of acres on which the practice was performed.

The total number of linear feet of terraces constructed will be shown in line 5 rather than the number of acres on which the terraces were constructed.

Where triple superphosphate was obtained, the original Form ECR-103, "Request for Triple Superphosphate", which furnished the basis for the amount of triple superphosphate received should be sent with the application for payment to the State office. Care should be taken to attach the original Form ECR-103 since in many cases revisions in the figures entered therein were made by the State office. Where triple superphosphate was obtained from the Agricultural Adjustment Administration, the total pounds obtained should be entered in parentheses in line 4 beside the practice code.

- F. Division of Soil-Building Practices. Opposite the name and address of each producer in lines 12, 13, 14 and 15 (above the broken line) enter under each practice the number of acres or other unit showing the shares of such producers as shown in such practices. The sum of the acreages or units for all producers for each practice should equal the total acres or total unit for such practice.

Sec. 2. CODE AND SERIAL NUMBERS OF APPLICATIONS COVERING OTHER FARMS -- SECTION II OF FORM. If a person is interested as owner or share-tenant in two or more farms located in the same county, which are included under two or more applications for payment, a cross reference on such applications (by entering serial numbers in section II of each of the applications) will be necessary if no payment can be made under one or more of the applications. If the County office determines (rough calculations will be sufficient) that a payment can be made under each of the respective applications, no cross reference will be necessary. However, if the county office cannot determine whether a payment can be made, a cross reference will be necessary. Where a cross reference is made on two or more applications, they should be grouped together when submitted to the State office.

Sec. 3. MISCELLANEOUS ITEMS -- SECTION III OF FORM. Enter as item 1 the soil-conserving base as recorded on Form ECR-101 or ECR-102. Make the entry to the left of the word "acres" in all cases--not in the box to the right of the word "acres".

Enter as item 2 the 1937 acreage of soil-conserving crops as determined from the supervisor's report.

Make no entries for item 3.

Enter as item 4 the word "Yes" or "No", whichever is applicable, in accordance with the following provisions:

1. Enter "No"

- (a) If general crops normally are not grown above home needs on an acreage amounting to 15 percent or more of the general base; or
- (b) On farms having a general base of 20 acres or less and on which general crops normally are grown above home needs on an acreage equal to 15 percent or more of the base, if there is no peanut, tobacco, or cotton base, and the producer elected to have the farm considered ineligible for diversion.

2. Enter "Yes"

- (a) On farms having a general base of more than 20 acres, if general crops normally are grown above home needs on an acreage amounting to 15 percent or more of the base.
- (b) On farms having a general base of 20 acres or less, if general crops normally are grown above home needs on an acreage amounting to 15 percent or more of the base, and the producer elected to have the farm considered eligible for diversion.

Make no entry for item 5, "Soil-building allowance", as this item will be entered by the State office.

Sec. 4. SIGNATURES.

- A. Obtaining Signatures. When the application has been filled in the signatures of the interested producers should be obtained. Producers should sign in lines 12b, 13b, 14b, and 15b. Signatures should be in ink whenever practicable. If, however, an application is signed with a pencil, the signature must not be traced in ink. Each signature by mark must be witnessed by one person who must sign his name in his own handwriting. Witnesses are not required for signatures other than those made by mark. A producer

interested in the payments under the application may witness the signature of any other producer interested in such payments.

If for any reason the signature of a producer who otherwise would share in the payment cannot be obtained to an application, a statement of the reason why such producer did not sign should be written in the application in paragraph 4 of section IV. For example: "John Doe refused to sign"; or "John Doe cannot be located"; or "John Doe is traveling and cannot be reached".

Payment may be made to any producer whose signature cannot be obtained when the application is submitted if at some later time within the prescribed time limit such producer submits a supplementary application for payment. Any such supplementary application should be prepared by making a copy of the application originally submitted. This copy should be marked "Supplementary". It should be signed only by the producer who did not sign the original application. The committee certifications in sections V and VI should be signed by committeemen.

- B. Form of and Authority for Signatures. Signatures should be in the forms indicated below as correct. The community and county committee must determine that each person who signs an application in a representative or fiduciary capacity (as agent, attorney-in fact, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the committee does not have knowledge of the fact that such person is properly authorized to sign in such capacity, the committee should require the presentation of documentary proof of authority (refer to Form ACP-16 for a detailed explanation of what types of documentary authority should be accepted). Documentary proof of authority in such cases may be returned to the producer or retained in the county office files with the county office copy of the application. It should not be forwarded to the State office.

Form of Signature

	<u>Correct</u>	<u>Incorrect</u>
By an individual	John Doe	
By a sole proprietor operating under a trade name	XYZ Company By John Doe, Sole Proprietor	XYZ Company By John Doe
By an agent	John Doe By Henry Smith, Agent	Henry Smith, Agent, or John Doe by Henry Smith

Form of Signature

	<u>Correct</u>	<u>Incorrect</u>
For a corporation	ABC Company, Inc. by John Doe, President (Or appropriate title)	John Doe, President, <u>or</u> ABC Company, Inc. by John Doe
For a partnership	Smith and Jones by Henry Smith, Partner	Smith and Jones, <u>or</u> Smith and Jones by Henry Smith
By an executor	John Doe, Executor of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, <u>or</u> John Doe, Executor
By Co-Executors	John Doe, Richard Roe, Co-Executors of the Estate of Henry Smith, Deceased	John Doe, Richard Roe, Co-Executors
By an administrator	John Doe, Administrator of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, <u>or</u> John Doe, Administrator
By a guardian or committee	John Doe, Guardian (or Committee) of Henry Smith, Minor (or Incompetent)	John Doe, Guardian
By a receiver or liquidator	John Doe, Receiver (or Liquidator) of ABC Co.	ABC Company, <u>or</u> John Doe, Receiver
By a trustee	John Doe, Trustee for the Heirs of the Henry Smith Estate	Heirs of the Henry Smith Estate, <u>or</u> John Doe, Trustee

The title of any State, county, municipal, or Federal officer must be given with his signature.

Sec. 5. CERTIFICATION. The supervisor or community Committeeman who inspected the farms included under the application will sign the "Certificate of Inspection", section V of the application for payment. One member of the County Committee will sign the "Certificate of County Committee", section VI of the form. In addition, two committeemen, including one who executed the "Certificate of Inspection" or the "Certificate of County Committee", should initial any changed figures or erasures which appear on the application. If a single application is submitted with respect to two or more farms located in different counties, a county committeeman in each such county should sign.

Excess General-Depleting Crops. Where the 1937 acreage of general soil-depleting crops exceeded the general base, it will be necessary that the County Committee determine whether such excess was required for home

consumption on the farm or to replace a shortage of feed due to drought, flood, or other unfavorable weather conditions in 1936 or 1937. If the County Committee finds that such excess was for either of such purposes, the words "was not" should be stricken from the part of the certification headed, "Excess Depleting Crops". If the facts do not warrant such a finding by the County Committee, the word "was" should be stricken out.

Deficiency of Soil-Conserving Crops for Meeting Minimum and Excess General Depleting Crops Under Flood or Drought Conditions. If the County Committee finds that the growing of general soil-depleting crops to replace a shortage of feed due to flood, drought, or other unfavorable weather conditions, in 1936 or 1937 caused the 1937 acreage of soil-conserving crops to be less than the minimum acreage of conserving crops, and that all cropland was devoted to either soil-depleting or soil-conserving crops, the words "was not" should be stricken from the part of the certification headed "Deficiency of Conserving Crops" in section III of Form ECR-117; but if the facts do not warrant such a finding by the County Committee the word "was" should be stricken out.

Issued October 7, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

East Central Division

1937 Agricultural Conservation Program - East Central Region --
Guilford County, North Carolina

PREPARATION OF APPLICATION FOR PAYMENT

★ DEC 3 1937
U. S. Department of Agriculture

ECR-B-102, Part VIII-G is comparable with ECR-B-102, Part VIII (For use in connection with the regional program), but will be used only in Guilford County in connection with the special program for the county.

Form ECR-117-G, "Application for Payment", will be filled out in the county office from the supervisor's farm report (Form ECR-114), the "Statistical Summary" (Form ECR-101), and the County office form "Farm Allotment for your Farm". A pencil copy of the application will be prepared first from which will be made three typed copies. The pencil copy and one of the typed colored copies are for County office files. The original (white) and a colored copy will be sent to the State office. The pencil copy should be made on the colored copy of the application since an extra supply has been prepared on colored paper for use in making pencil copies.

One or more farms may be included under a single application. An application may not be submitted for part of a farm.

Applications for payment should be numbered serially. The serial number of the work sheet may be used for the application. Care should be exercised to avoid duplicating serial numbers.

Section 1. Farm Allowance

A. Items used in determining farm allowance. Enter from Form ECR-101, "Statistical Summary", the following:

- (a) The base yield per acre of tobacco and cotton in the spaces provided. (The weighted average yield per acre should be entered if two or more farms are combined under one application.)
- (b) The base acreage of general soil-depleting crops, tobacco, and cotton, and the acreage of cropland in the farm in the column headed "Base Acres".

- (c) The acres for allowance of general soil-depleting crops, tobacco, and cotton, single-cropped commercial vegetables, double-cropped commercial vegetables, and either the specified soil-conserving acreage or the acreage of cropland, whichever is applicable, in the column headed "Acres for allowance".
- (d) The rate of payment per acre for diversion from the general base in the column headed "Rate Per Acre". Do not enter the rate for tobacco or cotton.
- (e) If the provision for a garden and a milk cow to produce sufficient products for home consumption needs of the family of any producer on the farm was made a part of the farming plan, enter the figure "10" in the column headed "Amount" on the line "Food and Feed".

Section 2. Farming Plan and Deductions.

- A. In the blank lines under "Soil-building practices" enter the codes as shown in ECR-B-102, Part VII-G, for those practices which were included in the farming plan.
- B. Enter in the column headed "Farming Plan" the allotted acreages of general crops, of tobacco, of cotton, the acreage of soil-conserving crops specified in the farming plan and also the acres or units of practices which were specified in the farming plan.

The following schedule of units should be used in connection with those practices not on an acreage basis:

Limestone, 2000 pounds per unit,
16 percent superphosphate, 400 pounds per unit,
50 percent muriate of potash, 200 pounds per unit, and
Terracing, 500 feet per unit.

For example, if 10,900 pounds of lime and 400 feet of terracing were approved for a farm, the units entered would be "5" for lime and "1" for terracing.

- C. Enter in the column headed "1937 Performance" the 1937 acreage of general crops, tobacco, cotton,

soil-conserving crops, and the acreage or units of practices performed in 1937. Enter the word "yes" on the line "Food and Feed" if the provision for food and feed crops was made a part of the farming plan and was carried out, and the word "no" if not carried out.

- D. Enter the acres by which the 1937 acreages of general crops, tobacco, and cotton exceeded the allotted acreages of such respective crops in the column headed "Acres or Units for Deduction". Enter in such column the number of acres by which the 1937 acreage of soil-conserving crops is less than the acreage specified in the farming plan. Enter the acres or units of practices by which the farming plan was not carried out.

Make no entries in the columns headed "Rate of Deductions" and "Deductions".

Make no entries for the total payment less deduction, or for the payment less the association expenses.

Section 3. Other Farms Owned or Operated. If a person is interested as owner or share-tenant in two or more farms located in Guilford County, which are included under two or more applications for payment, a cross reference on such applications (by entering serial numbers in section III of each of the applications) will be necessary if no payment can be made under one or more of the applications. If the County office determines that a payment can be made under each of the respective applications, no cross reference will be necessary.

Section 4. Division of Payments.

- A. Land furnished. The County office will enter for each producer under "Land Furnished" the proportion of the acreage of cropland in the farm which was furnished by each producer. If one producer furnished all of the land, the word "all" should be entered opposite his name.
- B. Workstock and equipment furnished. The County office will enter for each producer under "Workstock and Equipment Furnished" the proportion of the workstock and equipment furnished by such producer. Fractions totaling to 1 should be used.
- C. Share of crop. The County office will enter under "Share of Crop" the acres in such producer's share of all of the crops grown on the farm in 1937.

- D. Producers' Agreement. The County office will make entries for each producer under "Producers' Agreement" only in those cases where the County Committee determines that the acres share of the producers in the crops grown on the farm in 1937 does not accurately measure the contribution of the different producers toward carrying out the farming plan. In such cases the entries should be made in percentage totaling to 100 and should represent the division of the payment which has been agreed upon by all of the producers on the farm.

Section 5. Signatures.

- A. Obtaining Signatures. When the application has been filled in, the signatures of the interested producers should be obtained. Producers should sign in the space immediately beneath their name and address. Signatures should be in ink whenever practicable. If, however, an application is signed with a pencil, the signatures must not be traced in ink. Each signature by mark must be witnessed by one person who must sign his name in his own handwriting. Witnesses are not required for signatures other than those made by mark. A producer interested in the payments under the application may witness the signature of any other producer interested in such payments.

If for any reason the signature of a producer who otherwise would share in the payment cannot be obtained to an application, a statement of the reason why such producer did not sign should be written in the application in paragraph 6 of section V. For example: "John Doe refused to sign"; or "John Doe is traveling and cannot be reached".

Payment may be made to any producer whose signature cannot be obtained when the application is submitted if at some later time within the prescribed time limit such producer submits a supplementary application for payment. Any such supplementary application should be prepared by making a copy of the application originally submitted. This copy should be marked "Supplementary". Only the producer who did not sign the original application should sign the supplementary application, and the committee certifications in sections VI and VII should be signed by committeemen.

- B. Form of and Authority for Signatures. Signatures should be in the forms indicated below as correct. The Community and County Committees must determine that each person who signs an application in a representative or fiduciary capacity (as agent, attorney-in-fact, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the committee does not have knowledge of the fact that such person is properly authorized to sign in such capacity, the committee should require the presentation of documentary proof of authority (refer to Form ACP-16 for a detailed explanation of what types of documentary authority should be accepted). Documentary proof of authority in such cases may be returned to the producer or retained in the County office files with the County office copy of the application. It should not be forwarded to the State office.

Form of Signature

	<u>Correct</u>	<u>Incorrect</u>
By an individual	John Doe	
By a sole proprietor operating under a trade name	XYZ Company by John Doe, Sole Proprietor	XYZ Company by John Doe
By an agent	John Doe by Henry Smith, Agent	Henry Smith, Agent <u>or</u> John Doe by Henry Smith
For a corporation	ABC Company, Inc. by John Doe, President (or appropriate title)	John Doe, President <u>or</u> ABC Company, Inc. by John Doe
For a partnership	Smith and Jones by Henry Smith, partner	Smith and Jones, <u>or</u> Smith and Jones by Henry Smith
By an executor	John Doe, Executor of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, <u>or</u> John Doe, Executor
By co-executors	John Doe, Richard Roe, Co-Executors of the Estate of Henry Smith, Deceased	John Doe, Richard Roe, Co-Executors

<u>Correct</u>	<u>Incorrect</u>
By an administrator John Doe, Administrator of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, <u>or</u> John Doe, Administrator
By a guardian or John Doe, Guardian (or Committee) of Henry Smith, Minor (or Incompetent)	John Doe, Guardian
By a receiver or John Doe, Receiver liquidator (or Liquidator) of ABC Company	ABC Company, <u>or</u> John Doe, Receiver
By a trustee John Doe, Trustee for the Heirs of the Henry Smith Estate	Heirs of the Henry Smith Estate, <u>or</u> John Doe, Trustee

The title of any State, county, municipal, or Federal officer must be given with his signature.

Section 6. Certification. (Section VI, "Certificate of Inspection", and Section VII, "Certificate of County Committee", on Form ECR-117-G). The supervisor or community committeeman who inspected the farm(s) included in the application will sign the "Certificate of Inspection". One member of the County Committee will sign the "Certificate of County Committee". In addition, two committeemen, including one who executed the "Certificate of Inspection" or the "Certificate of County Committee", should initial any changed figures or erasures which appear on the application.

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Parts I and II of ECR-B-102 relate to the preparation of Form ECR-101, "Statistical Summary for Areas with Two or More Bases", and Form ECR-102, "Statistical Summary", respectively, and are applicable throughout the region. Parts I and II of ECR-B-102 were not published as such, as the instructions contained therein related chiefly to the mechanical procedure of filling out the statistical summary form.

Part III of ECR-B-102 relates to requests by producers for triple superphosphate and is applicable in North Carolina, Tennessee, Virginia, and Kentucky.

Part IV of ECR-B-102 relates to increases in tobacco soil-depleting bases in conjunction with decreases in soil-depleting bases for other kinds of tobacco and is applicable in Kentucky, Tennessee, and Virginia.

Part V of ECR-B-102 relates to the preparation of Form ECR-109, "Statement of 1937 Bases and Allowances", and Form ECR-110, "1937 Bases and Allowances", and is applicable throughout the region.

Part VI of ECR-B-102 relates to farms cooperating in programs of the Soil Conservation Service or Resettlement Administration and is applicable throughout the region.

Part VII of ECR-B-102 relates to the procedure for determination of performance and is applicable in Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

Part VII-W of ECR-B-102 relates to the procedure for checking performance and is applicable in White County, Tennessee.

Part VII-J of ECR-B-102 relates to the procedure for checking performance and is applicable in Johnson County, Tennessee.

Part VII-G of ECR-B-102 relates to the procedure for checking performance and is applicable in Guilford County, North Carolina.

Part VIII of ECR-B-102 relates to the preparation of the application for payment and is applicable in the States of Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

Part VIII-W of ECR-B-102 relates to the preparation of the application for payment and is applicable in White County, Tennessee.

Part VIII-J of ECR-B-102 relates to the preparation of the application for payment and is applicable in Johnson County, Tennessee.

Part VIII-G of ECR-B-102 relates to the preparation of the application for payment and is applicable in Guilford County, North Carolina.

Part IX of ECR-B-102 relates to the preparation of Form ECR-111, "Summary of Statement of 1937 Bases and Allowances", and Form ECR-112, "Summary of 1937 Bases and Allowances", and is applicable throughout the region.

Part X of ECR-B-102 relates to the procedure for determination of performance and is applicable in the States of Delaware and Maryland.

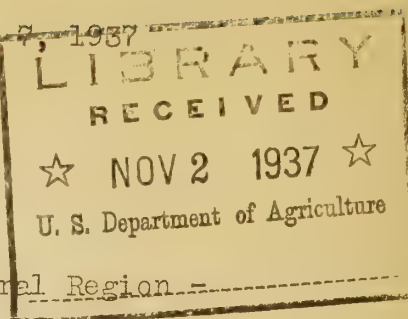
Part XI of ECR-B-102 relates to the preparation of the application for payment, Form ECR-119, and is applicable in the States of Delaware and Maryland.

Part XI-K of ECR-B-102 relates to the preparation of the application for payment and is applicable in Kent County, Maryland.

Issued October 7, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

EAST CENTRAL DIVISION

1937 Agricultural Conservation Program - East Central Region -
Johnson County, Tennessee

ECR-B-102, Part VIII-J is comparable with ECR-B-102, Part VIII (for use in connection with the regional program), but will be used only in Johnson County in connection with the special program for the county.

PREPARATION OF APPLICATION FOR PAYMENT

The Application for Payment--1937 Agricultural Conservation Program--East Central Region, Form ECR-117-J, will be filled out in the county office from the supervisor's farm report, Form ECR-114. One pencil copy of the application will first be prepared, from which will be made three typed copies. The pencil copy and one of the typed copies are for county office files. The original and a typed copy will be sent to the State office.

One or more farms may be included under a single application. An application may not be submitted for part of a farm.

Applications for payment should be numbered serially. The serial number of the work sheet may be used for the application. Care should be exercised to avoid duplicating numbers. For applications covering land not covered by application in 1936, a copy of the work sheet should accompany the application to the State office.

Section 1. TOBACCO BASE AND 1937 TOBACCO ACREAGES, GENERAL FARM ALLOWANCE AND DEDUCTIONS--Section I of Form ECR-117-J.

- A. Enter in the Space Provided the Acreage of Cropland in the Farm. Make No Entry for the General Farm Allowance.
- B. Yield Per Acre. Enter on line 1 in the space provided the yield per acre for tobacco (make no entry in the space for rate of payment).

If two or more farms which were covered by separate work sheets are included in one application for payment, the yield per acre for diversion from the tobacco base on the application will be the weighted average yield per acre for diversion from such base for all such farms obtained as follows:

1. Multiply the yield per acre for diversion from each tobacco base by the number of acres in such base. Add the resulting products.
2. Add the respective tobacco base acreages for all the farms; and
3. Divide the sum obtained for each tobacco base under paragraph 1 above by the number of acres obtained for such base under paragraph 2 above.

- C. Tobacco Base Acres. Enter on line 2 in the tobacco column the base acres for tobacco.
- D. 1937 Acreage of Tobacco. Enter on line 3 in the tobacco column the 1937 acreage of tobacco. Acres should be rounded to the nearest tenth of an acre (except that if the base is .2 acre or less, the 1937 acreage should be rounded to hundredths).
- E. Division of Tobacco, of Workstock and Equipment Furnished, and of Land Furnished with Respect to Tobacco.

1. Type in lines 11a, 12a, 13a, and 14a, the name and address of each producer who is entitled to a share in the 1937 crop of tobacco (or the proceeds thereof) or who is entitled to share in the payment for carrying out the 1937 farming program. If there are more than four such producers, another Form ECR-117-J, Application for Payment, should be used. The second form should bear the same serial number, should be marked "continued" and should contain the information which could not be shown in the first copy. If there is only one producer under the application, the name and address of such producer will be entered in line 11a and it will not be necessary to make other entries on such line or the lines immediately below (i.e., no entries need be made under division of tobacco, or workstock and equipment and of land with respect to tobacco, but the general farm allowance must carry percentage figure in all cases).
2. Share of tobacco crop. In lines 11a, 12a, 13a, and 14a enter in the tobacco column the share of each producer in the tobacco crop (or the proceeds thereof) expressed in acres to tenths (or to hundredths if the base is .2 acre or less or if necessary to divide the acreage exactly). These entries should be added together in order to make certain that the total is equal to the 1937 acreage of tobacco on the farm as shown in line 3 (or the tobacco base as shown in line 2 if the payment is not being divided on the basis of the shares of the different producers).

3. Workstock and equipment furnished. Enter in the proper column under the subheading "W.S. & Eqpt. Tobacco" the data showing the workstock and equipment furnished with respect to tobacco by each producer. Fractions totaling to 1 or percentages totaling to 100 should be used.

If different producers furnished workstock and equipment for the different acreages of tobacco produced on the land included under the application, then the total acres of tobacco for which each producer furnished workstock and equipment should be entered in the column headed "W.S. & Eqpt." opposite the names of producers furnishing the workstock and equipment. The sum of such acreages should equal the 1937 acreage in line 3 or the base acreage in line 2.

4. Land furnished. Show in the column headed "Land Tobacco" the land furnished with respect to tobacco. Fractions totaling to the figure 1 or percentages totaling to 100 should be used.

- F. (1) Enter in the spaces provided the codes representing the practices specified in the 1937 farming program.
- (2) Enter in the column headed "specified" the base acreage of general soil-depleting crops, the acreage of soil-conserving crops specified in the 1937 farming program, and the acreages or units of soil-building practices specified in the 1937 farming program.
- (3) Enter in the column headed "1937 Performance" the 1937 acreage of general soil-depleting crops, the 1937 acreage of soil-conserving crops, and the acreage or units of soil-building practices carried out on the farm.
- (4) Make no entries in the column headed "Units or Acres for Deduction" except that where triple superphosphate was obtained through the Agricultural Adjustment Administration, the total pounds obtained should be entered in the space provided.

Schedule of Units for Use in Showing Practices Not on an Acreage Basis.

- (a) Limestone, 2,000 pounds per unit;
(b) 16% superphosphate, 250 pounds per unit;
(c) Triple superphosphate, 100 pounds per unit;
(d) Terracing, 400 feet per unit.

G. Enter in lines 11a, 12a, 13a, and 14a, in the column headed "General Payment" the percentages (in whole numbers equaling 100) representing the shares of the net General Farm Allowance to which the respective producers are entitled as per their agreement (or in the case of disagreement, the percentages representing the shares determined to be equitable by the County Committee. In case of disagreement, the County Committee will submit with the application for payment a complete report giving all facts together with its recommendation to the Director of the East Central Division as to how the General Farm Allowance should be shared.) In all cases where an application for payment is submitted, percentage figures totaling to 100 must be entered in the column headed "General Payment" even though the payment with respect to the General Farm Allowance be zero or a minus quantity. An application must be submitted.

- (1) Where a payment can be made, or
- (2) Where superphosphate was obtained, or
- (3) Where a cross reference is made in Section II of the application.

Sec. 2. CODE AND SERIAL NUMBERS OF APPLICATIONS COVERING OTHER FARMS --Section II of Form ECR-117-J. If a person is interested as owner or share-tenant in two or more farms located in Johnson County, which are included under two or more applications for payment, a cross reference on such applications (by entering serial numbers in section II of each of the applications) will be necessary if no payment can be made under one or more of the applications. If the county office determines that a payment can be made under each of the respective applications, no cross reference will be necessary. However, if the county office cannot determine whether a payment can be made, a cross reference will be necessary. Where a cross reference is made on two or more applications, they should be grouped together when submitted to the State Office.

Sec. 3. SIGNATURES.

A. Obtaining Signatures. When the application has been filled in, the signatures of the interested producers should be obtained. Producers should sign in lines 11b, 12b, 13b, and 14b. Signatures should be in ink whenever practicable. If, however, an application is signed with a pencil, the signature must not be traced in ink. Each signature by mark must be witnessed by one person who must sign his name in his own handwriting. Witnesses are not required for signatures other than those made by mark. A producer interested in the payment under the application may witness the signature of any other producer interested in such payment.

If for any reason the signature of a producer who otherwise would share in the payment cannot be obtained to an application, a statement of the reason why such producer did not sign should be written in the application in paragraph 7 of Section III. For example, "John Doe refused to sign", or "John Doe cannot be located," or "John Doe is traveling and cannot be reached."

Payment may be made to any producer whose signature cannot be obtained when the application is submitted if at some later time within the prescribed time limit such producer submits a supplementary application for payment. Any such supplementary application should be prepared by making a copy of the application originally submitted. This copy should be marked "Supplementary." It should be signed only by the producer who did not sign the original application. The committee certifications in sections IV and V should be signed by committee-men.

- B. Form of and Authority for Signatures. Signatures should be in the forms indicated below as correct. The Community and County Committees must determine that each person who signs an application in a representative or fiduciary capacity (as agent, attorney-in-fact, officer of a corporation, executor, etc.,) is properly authorized to sign in such capacity. If the committee does not have knowledge of the fact that such person is properly authorized to sign in such capacity, the committee should require the presentation of documentary proof of authority (refer to Form ACP-16 for a detailed explanation of what types of documentary authority should be accepted). Documentary proof of authority in such cases may be returned to the producer or retained in the county office files with the county office copy of the application. It should not be forwarded to the State office.

Form of Signature

	<u>Correct</u>	<u>Incorrect</u>
By an individual	John Doe	
By a sole proprietor operating under a trade name	XYZ Company by John Doe Sole Proprietor	XYZ Company By John Doe
By an agent	John Doe By Henry Smith, Agent	Henry Smith, Agent, <u>or</u> John Doe by Henry Smith

	<u>Correct</u>	<u>Incorrect</u>
For a corporation	ABC Company, Inc. by John Doe, President (or appropriate title)	John Doe, President <u>or</u> ABC Company, Inc. by John Doe
For a partnership	Smith and Jones by Henry Smith, Partner	Smith and Jones, <u>or</u> Smith and Jones, By Henry Smith
By an executor	John Doe, Executor of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, <u>or</u> John Doe, Executor
By co-executors	John Doe, Richard Roe, Co-Executors of the Estate of Henry Smith, Deceased.	John Doe, Richard Roe, Co-Executors
By an administrator	John Doe, Administrator of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, <u>or</u> John Doe, Administrator
By a guardian or Committee	John Doe, Guardian (or committee) of Henry Smith, Minor (or Incompetent)	John Doe, Guardian
By a receiver or liquidator	John Doe, Receiver (or Liquidator) of ABC Company	ABC Company, <u>or</u> John Doe, Receiver
By a trustee	John Doe, Trustee for the Heirs of the Henry Smith Estate	Heirs of the Henry Smith Estate, <u>or</u> John Doe, Trustee.

The title of any State, County, municipal or Federal officer must be given with his signature.

Sec. 4. CERTIFICATION. The supervisor or community committee-man who inspected the farms included under the application will sign the "Certificate of Inspection", section IV of the application for payment. One member of the County Committee will sign the "Certificate of County Committee," section V of the form. In addition, two committeemen, including one who executed the "Certificate of Inspection" or the "Certificate of County Committee," should initial any changed figures or erasures which appear on the application. If a single application is submitted with respect to two or more farms located in different counties, the county committeeman in each such county should sign. Where the 1937 acreage of general soil-depleting crops exceeded the general base, it will be necessary that the County Committee determine whether such excess was required for home con-

sumption on the farm or to replace a shortage of feed due to drouth, flood, or other unfavorable weather conditions in 1936 or 1937. If the County Committee finds that such excess was for either of such purposes, the words "was not" should be stricken from the part of the certification relating to excess depleting crops. If the facts do not warrant such a finding by the County Committee, the word "was" should be stricken out.

Parts I and II of ECR-B-102 relate to the preparation of Form ECR-101, "Statistical Summary for Areas with Two or More Bases," and Form ECR-102, "Statistical Summary," respectively, and are applicable throughout the region. Parts I and II of ECR-B-102 were not published as such, as the instructions contained therein related chiefly to the mechanical procedure of filling out the statistical summary form.

Part III of ECR-B-102 relates to requests by producers for triple superphosphate and is applicable in North Carolina, Tennessee, Virginia, and Kentucky.

Part IV of ECR-B-102 relates to increases in tobacco soil-depleting bases in conjunction with decreases in soil-depleting bases for other kinds of tobacco and is applicable in Kentucky, Tennessee, and Virginia.

Part V of ECR-B-102 relates to the preparation of Form ECR-109, "Statement of 1937 Bases and Allowances," and Form ECR-110, "1937 Bases and Allowances," and is applicable throughout the region.

Part VI of ECR-B-102 relates to farms cooperating in programs of the Soil Conservation Service or Resettlement Administration and is applicable throughout the region.

Part VII of ECR-B-102 relates to the procedure for determination of performance and is applicable in Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

Part VII-W of ECR-B-102 relates to the procedure for checking performance and is applicable in White County, Tennessee.

Part VII-J of ECR-B-102 relates to the procedure for checking performance and is applicable in Johnson County, Tennessee.

Part VII-G of ECR-B-102 relates to the procedure for checking performance and is applicable in Guilford County, North Carolina.

Part VIII of ECR-B-102 relates to the preparation of the application for payment and is applicable in the States of Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

Part VIII-W of ECR-B-102 relates to the preparation of the application for payment and is applicable in White County, Tennessee.

Part VIII-J of ECR-B-102 relates to the preparation of the application for payment and is applicable in Johnson County, Tennessee.

Part VIII-G of ECR-B-102 relates to the preparation of the application for payment and is applicable in Guilford County, North Carolina.

Part IX of ECR-B-102 relates to the preparation of Form ECR-111, "Summary of Statement of 1937 Bases and Allowances," and Form ECR-112, "Summary of 1937 Bases and Allowances," and is applicable throughout the region.

Part X of ECR-B-102 relates to the procedure for determination of performance and is applicable in the States of Delaware and Maryland.

Part XI of ECR-B-102 relates to the preparation of the applications for payment, Form ECR-119, and is applicable in the States of Delaware and Maryland.

Part XI-K of ECR-B-102 relates to the preparation of the application for payment and is applicable in Kent County, Maryland.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

JUL 13 1937

East Central Division

1937 Agricultural Conservation Program - East Central Region -
White County, Tennessee

ECR-B-102, Part VIII-W is comparable with ECR-B-102, Part VIII (for use in connection with the regional program), but will be used only in White County in connection with the special program for the county.

PREPARATION OF APPLICATION FOR PAYMENT

Form ECR-117, "Application for Payment", will be filled out in the county office from the supervisor's farm report, Form ECR-114. One pencil copy of the application will first be prepared, from which will be made three typed copies. The pencil copy and one of the typed colored copies are for county office files. The original (white) and a colored copy will be sent to the State Office. The pencil copy should be made on the colored copy of the application since an extra supply has been prepared on colored paper for use in making pencil copies.

One or more farms may be included under a single application. An application may not be submitted for part of a farm.

Applications for payment should be numbered serially. The serial number of the work sheet may be used for the application. Care should be exercised to avoid duplicating serial numbers. For an application covering land not covered by an application in 1936, a copy of the 1937 work sheet should accompany the application to the State office.

Section 1. BASES, 1937 CROP ACREAGES AND PRACTICES--
(Section I of Form ECR-117).

- A. Rate of Payment Per Acre. Enter on the line "yield" the yield per acre for tobacco and cotton. Enter on line 1 the rate of payment for general soil-depleting crops.

If in any case general soil-depleting crops were grown in 1937 on land covered by an application for which there is no general soil-depleting base, and such crops were not for home consumption on the farm, the rate of payment per acre determined for other land in the same locality similar to that covered by the

application should be entered on line 1 as the rate of payment for the land covered by such application and a zero should be entered on line 2 as the general soil-depleting base. A similar procedure should be followed in determining and entering a yield per acre for those cases in which there is no tobacco soil-depleting base for the farm and tobacco was grown in 1937; or in which there is no cotton soil-depleting base for the farm and cotton was grown in 1937.

If two or more farms which were covered by separate work sheets are included in one application for payment, the rate of payment per acre (or yield per acre in the case of tobacco or cotton) for each base on the application will be the weighted average rate or yield per acre for diversion from such base for all such farms obtained as follows:

1. Multiply the rate of payment or yield per acre for diversion from each soil-depleting base by the number of acres in such base. Add the resulting products for each base;
 2. Add the respective soil-depleting base acreages for all the farms; and
 3. Divide the sum obtained for each soil-depleting base under paragraph 1 above by the number of acres obtained for such base under paragraph 2 above.
- B. Base Acres. Enter on line 2 in the respective columns the base acres for general soil-depleting crops (rounded to whole acres), tobacco, and cotton.
- C. 1937 Acreage of Soil-Depleting Crops. Enter on line 3 the 1937 acreage of general soil-depleting crops, tobacco, and cotton. Acres of general crops should be shown as whole acres and cotton and tobacco should be to the nearest tenth of an acre (except that if the tobacco base is .2 acre or less, the 1937 tobacco acreage should be expressed in hundredths).
- D. Division of Crops, of Workstock and Equipment Furnished, and of Land Furnished.
1. Type in the lines 12a, 13a, 14a, and 15a the name and address of each producer who is entitled to a share in any soil-

depleting crop (or the proceeds thereof) or who has incurred any portion of the expense of carrying out any soil-building practice. If there are more than four producers, Supplement 1, Application for Payment, should be used. If there is only one producer under the application, only the name and address of such producer will be entered in line 12a and it will not be necessary to make other entries on such line or the lines immediately below (i.e., no entries need be made under division of crops, of workstock and equipment, of land, and of practices).

2. Share of crop. In lines 12a, 13a, 14a, and 15a enter in column B the share of each producer in the general soil-depleting crops (or the proceeds thereof) expressed in acres. These entries for the respective producers should be added together in order to make certain that the total is equal to the 1937 acreage of general soil-depleting crops on the farm as shown in line 3, column B (or the general soil-depleting base as shown in line 2 if the payment is not being divided on the basis of the shares of the different producers in the crops).

Where there are two or more producers under an application, entries showing division of the acreage of general crops may be omitted if there is

- (a) no reference in accordance with section 2 below to other farms owned or operated;
- (b) no deduction for general crops in excess of the base; and
- (c) no payment for diversion of general crops.

In the same manner enter in columns C, D, and E in lines 12a, 13a, 14a, and 15a the acres share of the tobacco and cotton crops (or the proceeds thereof) to which each producer is entitled, and check to see that the total of the individual acreages equals the total 1937 acreage shown in line 3 (or the base as shown in line 2 if the payment is not

being divided on the basis of the shares of different producers in the crop). If the tobacco base is .2 acre or less, or if it is desired to divide the 1937 tobacco acreage exactly between two or more persons then such 1937 tobacco acreage or base divisions may be expressed in hundredths.

3. Workstock and equipment furnished. Enter in column F under the subheading "W.S. & Eqpt." the data showing the workstock and equipment furnished by each producer. Fractions totaling to 1 or percentages totaling to 100 should be used.

If different producers furnished workstock and equipment for the different crops produced on the land included under the application, then the total crops of each soil-depleting crop for which each producer furnished workstock and equipment should be entered in parentheses in lines 12b, 13b, 14b, and 15b. The sum of such acreages should equal the 1937 acreage in line 3 or the base acreage in line 2. When this procedure is followed, no entries will be made in column F.

4. Land furnished. Show in column G the land furnished as indicated on Form ECR-114.

- E. Soil-Building Practices. Enter in line 4, columns H to M, opposite the entry "Practice Code" the code for each soil-building practice which has been carried out on the farm in 1937. Below each practice code should be entered in line 5 the acres or other units for that particular practice. The acreage entry will be in terms of whole acres and such entry in line 5 should be the total acres involved in the practice of seeding legumes and perennial grasses, growing green manure crops or cover crops, planting of forest trees or improving stands of forest trees. The unit entry in line 5, however, should be the total units applied (lime to the nearest ton; phosphate in pounds, rounded to the nearest 100 pounds; terrace in linear feet, rounded to the nearest 100 feet) not to exceed that on which payment can be made under the terms and conditions of the 1937 White County Program.

In all cases where lime or 16% superphosphate is used, the total amount used should be divided by the number of acres on which the material

is applied to make certain that a rate of application is not approved higher or lower than the maximum or minimum rates of application per acre specified in ECR-B-101-White County, Tennessee. If the rate of application per acre is less than the minimum specified in ECR-B-101, the practice should not be included in the application for payment. If the rate of application is greater than the maximum rate on which payment can be made as specified in ECR-B-101-White County, the total quantity entered for the practice in the application for payment in line 5 should be the maximum rate of application per acre on which payment can be made multiplied by the total number of acres on which the practice was performed. The total figure in line 5 should be rounded as indicated above.

The total number of linear feet (rounded of terraces constructed will be shown in line 5 rather than the number of acres on which the terraces were constructed.

Where triple superphosphate was obtained from the Agricultural Adjustment Administration, the original Form ECR-103, "Request for Triple Superphosphate", which furnished the basis for the amount of triple superphosphate received should be sent with the application for payment to the State office. Care should be taken to attach the original Form ECR-103 since in many cases revisions in the figures entered therein were made by the State office. Where triple superphosphate was so obtained, the total pounds obtained should be entered in parentheses in line 4 beside the practice code. The figures representing the concentrated material should be entered in lines 4 and 5. All entries will be the actual number of pounds of triple superphosphate (not converted to equivalent of 16%).

If for any reason the total pounds of triple superphosphate furnished to producers as shown by the entry on line 4 differs from the pounds applied so as to give the producers credit for a soil-building practice, then this total number of pounds should be divided among the producers in lines 12a, 13a, 14a, and 15a of the column headed "Superphosphate Furnished". For example, 1,000 pounds of triple superphosphate might be furnished to the producers on the farm. Of this 1,000 pounds, they might succeed in applying only 800 pounds prior to October 31, 1937, or they might apply 200 pounds improperly so as to

be ineligible to receive credit for the practice. In such case, the entry in line 4 opposite the practice code would be 1,000; the entry in line 5 would be 800; the entries in lines 12a, 13a, 14a, and 15a immediately underneath would be the 800 pounds as divided among the several producers; and (since deductions must be made for the full 1,000 pounds) the entries in the column "Superphosphate Furnished" would be the 1,000 pounds as divided among the several producers. THE COUNTY OFFICE WILL MAKE NO ENTRIES IN THE COLUMN "SUPERPHOSPHATE FURNISHED" IF THE SAME NUMBER OF POUNDS OF TRIPLE SUPERPHOSPHATE IS ENTERED IN LINE 4 AND IN LINE 5.

- F. Division of Soil-Building Practices. Opposite the name and address of each producer in lines 12a, 13a, 14a, and 15a enter under each practice the number of acres or other units showing the shares of such producers as shown in such practice. The sum of the acreages or units for all producers for each practice should equal the total acres or total units for such practice.

Sec. 2. CODE AND SERIAL NUMBERS OF APPLICATIONS COVERING OTHER FARMS-- (Section II of Form ECR-117). If a person is interested as owner or share-tenant in two or more farms located in White County which are included under two or more applications for payment, a cross reference on such applications (by entering serial numbers in section II of each of the applications) will be necessary if no payment can be made under one or more of the applications. If the county office determines (rough calculations will be sufficient) that a payment can be made under each of the respective applications, no cross reference will be necessary. However, if the county office cannot determine whether a payment can be made, a cross reference will be necessary. Where a cross reference is made on two or more applications, they should be grouped together when submitted to the State office.

Sec. 3. MISCELLANEOUS ITEMS AND SOIL-BUILDING ALLOWANCE-- (Section III of Form ECR-117). Enter as item 1 the soil-conserving base as recorded on Form ECR-101. Make the entry to the left of the word "acres" in all cases--(not in the box to the right of the word "acres").

Make no entry as item 2.

Enter as item 3 the 1937 acreage of soil-conserving crops as determined from Form ECR-114.

Make no entry for item 4.

Enter as item 5 either "0" or "15", whichever is applicable, in accordance with the following provisions:

1. Enter "0"

- (a) if general crops normally are not grown above home needs on an acreage amounting to 15 percent or more of the general base.

2. Enter "15"

- (a) if an acreage of general crops not less than 15 percent of the general soil-depleting base is normally grown above home needs.

As item 6, enter under "Acres" the acres of cropland in the farm.

Disregard items 7, 8, 9, and 10, and also disregard the "Dollars" and "Total" spaces.

Sec. 4. SIGNATURES.

- A. Obtaining Signatures. When the application has been filled in, the signatures of the interested producers should be obtained. Producers should sign in lines 12b, 13b, 14b, and 15b. Signatures should be in ink whenever practicable. If, however, an application is signed with a pencil, the signature must not be traced in ink. Each signature by mark must be witnessed by one person who must sign his name in his own handwriting. Witnesses are not required for signatures other than those made by mark. A producer interested in the payments under the application may witness the signature of any other producer interested in such payments.

If for any reason the signature of a producer who otherwise would share in the payment cannot be obtained to an application, a statement of the reason why such producer did not sign should be written in the application in paragraph 4 of Section IV. For example: "John Doe refused to sign"; or "John Doe is traveling and cannot be reached."

Payment may be made to any producer whose signature cannot be obtained when the application is submitted if at some later time within the prescribed time limit such producer submits a supplementary application for payment. Any such supplementary application should be prepared by making a copy of the application originally submitted. This copy should be marked "Supplementary". Only the producer who did not sign the original application should sign the supplementary application, and the committee certifications in sections V and VI should be signed by committeemen.

- B. Form of and Authority for Signatures. Signatures should be in the forms indicated below as correct. The community and county committee must determine that each person who signs an application in a representative or fiduciary capacity (as agent, attorney-in-fact, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the committee does not have knowledge of the fact that such person is properly authorized to sign in such capacity, the committee should require the presentation of documentary proof of authority (refer to Form ACP-16 for a detailed explanation of what types of documentary authority should be accepted). Documentary proof of authority in such cases may be returned to the producer or retained in the county office files with the county office copy of the application. It should not be forwarded to the State office.

Form of Signature

	<u>Correct</u>	<u>Incorrect</u>
By an individual	John Doe	
By a sole proprietor operating under a trade name	XYZ Company by John Doe, Sole Proprietor	XYZ Company by John Doe
By an agent	John Doe by Henry Smith, Agent	Henry Smith, Agent, or John Doe by Henry Smith
For a corporation	ABC Company, Inc. by John Doe, President (or appropriate title)	John Doe, President or ABC Company, Inc. by John Doe

	<u>Correct</u>	<u>Incorrect</u>
For a partnership	Smith and Jones by Henry Smith, partner	Smith and Jones, <u>or</u> Smith and Jones by Henry Smith
By an executor	John Doe, Executor of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, <u>or</u> John Doe, Executor
By co-executors	John Doe, Richard Roe, Co-Executors of the Estate of Henry Smith, Deceased	John Doe, Richard Roe, Co-Executors
By an administrator	John Doe, Administrator of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, <u>or</u> John Doe, Administrator
By a guardian or committee	John Doe, Guardian (or Committee) of Henry Smith, Minor (or Incompetent)	John Doe, Guardian
By a receiver or liquidator	John Doe, Receiver (or Liquidator) of ABC Company	ABC Company, <u>or</u> John Doe, Receiver
By a trustee	John Doe, Trustee for the Heirs of the Henry Smith Estate	Heirs of the Henry Smith Estate, <u>or</u> John Doe, Trustee

The title of any State, county, municipal, or Federal officer must be given with his signature.

Sec. 5. CERTIFICATION. The supervisor or community committee-man who inspected the farms included under the application will sign the "Certificate of Inspection" (section V of the application). One member of the County Committee will sign the "Certificate of County Committee" (section VI of the application). In addition, two committeemen, including one who executed the "Certificate of Inspection" or the "Certificate of County Committee", should initial any changed figures or erasures which appear on the application. If a single application is submitted with respect to two or more farms located in different counties, a county committeeman in each such county should sign.

Excess General-Depleting Crops. Where the 1937 acreage of general soil-depleting crops exceeds the general base, it will be necessary that the County Committee determine if such excess was required for home consumption on the farm or to replace a shortage of feed due to drought, flood, or other unfavorable weather conditions in 1936 or 1937. If the County Committee finds that such

excess was for either of such purposes, the words "was not" should be stricken from the part of the certification headed "Excess Depleting Crops". If the facts do not warrant such a finding by the County Committee, the word "was" should be stricken out.

That part of the certification headed "Deficiency of Conserving Crops" in section VI of the application will be disregarded.

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Parts I and II of ECR-B-102 relate to the preparation of Form ECR-101, "Statistical Summary for Areas with Two or More Bases", and Form ECR-102, "Statistical Summary", respectively, and are applicable throughout the region. Parts I and II of ECR-B-102 were not published as such, as the instructions contained therein related chiefly to the mechanical procedure of filling out the statistical summary form.

Part III of ECR-B-102 relates to requests by producers for triple superphosphate and is applicable in North Carolina, Tennessee, Virginia, and Kentucky.

Part IV of ECR-B-102 relates to increases in tobacco soil-depleting bases in conjunction with decreases in soil-depleting bases for other kinds of tobacco and is applicable in Kentucky, Tennessee, and Virginia.

Part V of ECR-B-102 relates to the preparation of Form ECR-109, "Statement of 1937 Bases and Allowance", and Form ECR-110, "1937 Bases and Allowances", and is applicable throughout the region.

Part VI of ECR-B-102 relates to farms cooperating in programs of the Soil Conservation Service or Resettlement Administration and is applicable throughout the region.

Part VII of ECR-B-102 relates to the procedure for determination of performance and is applicable in Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

Part VII-W of ECR-B-102 relates to the procedure for checking performance and is applicable in White County, Tennessee.

Part VII-J of ECR-B-102 relates to the procedure for checking performance and is applicable in Johnson County, Tennessee.

Part VII-G of ECR-B-102 relates to the procedure for checking performance and is applicable in Guilford County, North Carolina.

Part VIII of ECR-B-102 relates to the preparation of the application for payment and is applicable in the States of Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

Part VIII-W of ECR-B-102 relates to the preparation of the application for payment and is applicable in White County, Tennessee.

Part VIII-J of ECR-B-102 relates to the preparation of the application for payment and is applicable in Johnson County, Tennessee.

Part VIII-G of ECR-B-102 relates to the preparation of the application for payment and is applicable in Guilford County, North Carolina.

Part IX of ECR-B-102 relates to the preparation of Form ECR-111, "Summary of Statement of 1937 Bases and Allowances", and Form ECR-112, "Summary of 1937 Bases and Allowances", and is applicable throughout the region.

Part X of ECR-B-102 relates to the procedure for determination of performance and is applicable in the States of Delaware and Maryland.

Part XI of ECR-B-102 relates to the preparation of the application for payment, Form ECR-119, and is applicable in the States of Delaware and Maryland.

Part XI-K of ECR-B-102 relates to the preparation of the application for payment and is applicable in Kent County, Maryland.

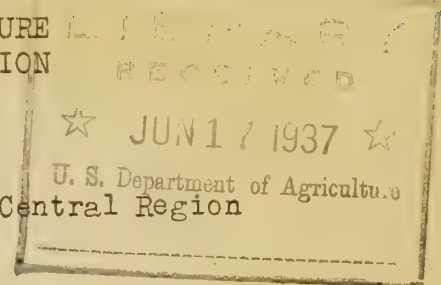
Issued June 7, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

East Central Division

1937 Agricultural Conservation Program--East Central Region

Bulletin 102 - Part IX

INSTRUCTIONS FOR STATE AND COUNTY OFFICES

Re: Preparation of Form ECR-111, "Summary of Statement of 1937 Bases and Allowance", or Form ECR-112, "Summary of 1937 Bases and Allowance", whichever is applicable.

The county office will summarize on Form ECR-111 or Form ECR-112, whichever is applicable, the data contained in Form ECR-109, "Statement of 1937 Bases and Allowance", or Form ECR-110, "1937 Bases and Allowance". Form ECR-112 will generally be used in areas using Form ECR-110, and Form ECR-111 will be used in other areas where Form ECR-109 is applicable. The contents of Forms ECR-111 and ECR-112 are identical except for the number of soil-depleting bases. Where Form ECR-112 is used, the name of any base other than the general soil-depleting base should be written at the head of columns (3), (6), and (9), to be used for such base.

Preparation of Forms

Only thirty of the lines on each sheet of Form ECR-111 (or ECR-112) should be used. It is suggested that the cases tabulated on each sheet correspond with the cases tabulated on the respective sheets of Form ECR-101, "Statistical Summary for Areas with Two or More Bases", or ECR-102, "Statistical Summary". The remaining lines on Form ECR-111 (or ECR-112) will be left blank or used for recording such totals of various items as may be requested.

A. County Office Procedure.--The serial numbers for all cases listed on Form ECR-101 (or ECR-102) will be entered. Where Forms ECR-109 (or ECR-110) cover two or more serial numbers, all of the numbers covered should be indicated.

The soil-depleting bases, acres maximum diversion, and acres which can be grown with largest diversion payment for each serial number on Form ECR-101 (or ECR-102) will be entered from the table on Form ECR-109 (or ECR-110).

The minimum acreage of soil-conserving crops, if the largest payment is to be obtained as shown on ECR-109 (or ECR-110), will be entered in column (17) on Form ECR-111 (column (11) on Form ECR-112).

The maximum soil-building allowance and the minimum soil-building allowance, as shown on Form ECR-109 (or ECR-110), will be entered respectively under soil-building allowance. On non-diversion farms the maximum and minimum allowance will be the same. On other farms the maximum allowance will be the larger.

Write the word "Eligible" in the blank column (6) (Column (4) of ECR-112) for each farm having no peanut, cotton, or tobacco base on which the operator elects to divert from a general soil-depleting base of 20 acres or less, and enter the acres maximum diversion in column (7) (or column (5)). Similarly, write in the words "Not eligible" and make an entry of zero for each such farm on which the operator elects to have the farm classified as ineligible to divert.

In cases where the farm is not eligible for diversion from the general soil-depleting base because of the production of less than 15 percent of the general soil-depleting base in excess of home consumption needs, this fact will be indicated by the entry of zero as acres maximum diversion in column (7) of Form ECR-111 (column (5) of ECR-112). No entry will be made in column (6) (or column (4)) in such cases.

Upon completion of the tabulation, the county office will forward Forms ECR-111 (or ECR-112) to the State office.

B. State Office Procedure.---

1. Upon receipt of the original Forms ECR-111 (or ECR-112) which have been prepared by the county office, all of the data will be totalled for the county. The total of columns (2), (3), (4), and (5) should be compared with the approved corresponding totals on Form ECR-101. If the totals do not agree, the individual cases should be compared in order to locate the discrepancy.

The acres maximum diversion should be checked in order to determine that if the words "Not eligible" appear in column (6), the entry "Acres maximum diversion" is zero. The entry "Acres maximum diversion" will also be checked for accuracy. The sum of the acres which can be grown with largest diversion payment and the acres maximum diversion for the respective bases will equal the soil-depleting base.

2. (a) A subtotal should be obtained of the cases in column (2) for which the words "Not eligible" appear in column (6). Such subtotal should be entered with the description "Elects not eligible for diversion".

(b) A subtotal should be obtained of the cases in column (2) for which the word "Eligible" appears in column (6). Such subtotal should be entered with the description "Elects Eligible".

(c) A subtotal should be obtained of the cases in column (2) for which the entry "Acres maximum diversion" for the general base is other than zero.

(d) A subtotal should be obtained of the cases in column (2) which are ineligible for diversion from the general base because of the production of less than 15 percent of the general soil-depleting base in excess of home needs.

The sum of the four subtotals described in (a), (b), (c), and (d) above will equal the total general soil-depleting bases for all farms covered by work sheets.

The State office may, if desired, change this procedure to have more or less of the work done in the county offices. A copy of Form ECR-111 (or ECR-112) should be prepared for retention in the State office. A copy of the summary by counties showing the totals and subtotals requested will be transmitted to the East Central Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
East Central Division

1937 Agricultural Conservation Program—East Central Region

PROCEDURE FOR DETERMINATION OF PERFORMANCE

(APPLICABLE IN THE STATES OF DELAWARE AND MARYLAND)

East Central Region Bulletin 102 Part X

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1937 Agricultural Conservation Program.

State supervisors working under the direction of the State office will visit each county within 30 days after the local supervisor starts working and unless the work is near completion at that time will visit the county again when the work is completed. The State supervisors will check at least one farm reported by each local supervisor and at least 3 percent of all farms in each county. Not less than one-half of the local supervisor's reports which are checked in each county will be selected at random. The State supervisor will check such part of the local supervisor's report on a farm as is required for him to become satisfied that the report is accurate. A list will be kept of the farms which are checked and a complete report will be made of any errors that are found. A copy of such report on each farm will be filed in the county office and a copy will be filed in the State office. Local supervisors will not be paid until their work has been checked and found to be satisfactory.

SECTION 1. ASSEMBLING IN COUNTY OFFICE NECESSARY FORMS AND INFORMATION FOR SUPERVISORS

A. Assemble for each farm:

1. Form ECR-113, "Farm sketch map."
2. Form ECR-118, "Supervisor's farm report—1937."
3. Form ECR-7, "1936 map of cropland."

The above forms for each farm should be placed in an individual 9- by 12-inch envelope so as to guard against loss or confusion with other forms. Some identification such as the operator's name should be shown on the outside of the envelope so as to facilitate handling.

B. Make the following entries on form ECR-118 at the county office prior to delivery to the supervisors:

1. State and county code, 1937 serial number, aerial photo number if applicable, and the name and address of the operator in the spaces provided;
2. In section 2, the base acreages of general soil-depleting crops and tobacco, and the word "Yes" or the word "No" to show whether the farm is eligible for diversion from the

general base (refer to form ECR-110 to determine whether the farm is eligible for diversion from the general base) and the soil-conserving base;

3. In section 3, the location of the farm, if such is necessary for the guidance of the supervisor.

SEC. 2. PROCEDURE FOR SUPERVISORS

A. Receive from the county office a number of sets of forms for each number of farms as can be visited and checked for performance within a reasonable period of time.

1. Supervisors will keep the set of forms for each farm in a separate envelope.

B. Visit farm and, if possible, get the 1937 operator to assist in checking performance. If the operator is unable to assist, he should designate someone as his representative to assist supervisor. The supervisor is not to go upon any farm, or engage in any activity thereon in checking performance, unless the operator acquiesces.

1. The operator should be notified in advance of the visit.

C. With the assistance of the 1937 operator (or of his representative) the supervisor should determine acreages of crops and other land uses as follows:

1. Measure (unless accurate measurements are already available) all acreages in the farm upon which a payment (or a deduction) will be based. Record separately the data for tobacco, and each general soil-depleting crop, and each soil-building practice, respectively.
2. Estimate as follows acreages which will not affect the amount of the payments:
 - (1) Estimate each field or subdivision of a field which is in general soil-depleting crops or tobacco, respectively, on the farm, if after careful inspection it is evident that the acreage of each of such crops is at least 20 percent below the maximum acreage which can be grown with full diversion payment therefor.
 - (2) Estimate each field of general soil-depleting crops if the farm is not eligible for diversion from the general soil-depleting base and an acreage of general crops has not been grown in excess of the base.

D. The 1937 farm sketch map should be made at the time the supervisor checks performance, unless a satisfactory map is available which can be used. The actual shapes of the fields should be shown as nearly as possible. The 1936 map of cropland, form ECR-7, will be helpful in making the 1937 farm sketch map.

1. On form ECR-113, a farm sketch map will be made. Each field will be shown in approximate location and will be identified by a number: 1, 2, or 3, etc.

E. Execution of form ECR-118 by supervisor.

1. Farm Field Report (section 1 of form ECR-118). This section should be filled in by the supervisor at the time he checks performance.

COLUMN *a*: The field number entered in column *a* should agree with the field number on the farm sketch map.

COLUMN *b*: Where the acreage in a field is determined by the supervisor (or where the acreage is already available) such acreage should be entered in column *b*. If the acreage in the field is determined at the county office from the supervisor's measurements, no entry will be made in column *b* by the supervisor.

COLUMN *c*: Show all crops grown (including green manure crops or crops pastured) or seeded on each field not later than October 31, 1937, except that small grains seeded alone in the fall of 1937 need not be shown. Indicate subdivisions of fields, as 1A, 1B, etc., where two or more depleting crops are grown in the same field. If two or more producers have separate acreages of the same crop in the same field, a subdivision of the field should be shown for each producer, and the estimated acreage in each producer's separate crop should be shown.

In order to check approximately the crops of several producers on the same farm, it may be desirable to record the estimated acreage in the crop of each such producer and balance the sum of such acreages with the estimated total acreage of the crop on the farm.

Examples of various combinations of crops in fields follow:

A 10-acre field in which are grown 6 acres of tomatoes and 4 acres of corn may be shown as "1A-6 acres tomatoes" and "1B-4 acres corn."

A 10-acre field of oats and red clover may be shown as "Oats and red clover." However, in this kind of case a note should explain the disposition of the oats ("Oat hay" or "Oats pasture", etc.), since the classification of the land will be determined by such disposition.

Where crops are interplanted in orchards, the supervisor should estimate the proportion of the area occupied by the trees and that occupied by the interplanted crop and enter this estimate in column *c*, such as "Orchard $\frac{1}{2}$ —bluegrass $\frac{1}{2}$ ", for example.

COLUMN *d*: Enter in column *d* the acreages of depleting crops for the corresponding depleting crops described in column *c*. Where two depleting crops are grown in succession on the same land in 1937, the acreage figure of the second such crop should be circled.

COLUMN *e*: Enter in column *e* the acreages of the corresponding conserving crops described in column *c*. If the conserving crop in column *c* followed a depleting crop or was grown in combination with a depleting crop, the acreage figure in column *e* should be circled. The entire acreage of the conserving crop should be entered in column *e* in every case. For instance, a 10-acre field of wheat harvested and grown with red clover would be shown in column *d* as 10 acres and in column *e* as 10 acres circled. If a conserving crop follows a conserving crop the acreage of the second crop should be circled.

COLUMN *f*: Enter in column *f* the acreage of the field classified as neutral cropland. For example, the acreage of orchard actually occupied by trees or the acreage of idle cropland should be entered in column *f*.

COLUMN *g*: Enter in column *g* the total acreage of non-cropland in the field.

COLUMN *h*: Enter in column *h* the description of soil-building practices as shown in section 4 of these instructions. Practices of seeding legumes and perennial grasses and growing green manure crops and cover crops should be substantiated by the crops shown in column *c*. The practice of application of superphosphate should be substantiated by an entry of a crop in column *c* which is eligible for the application of superphosphate. If 500 to 999 pounds of ground limestone or equivalent is applied it should be substantiated by a crop on which an application at this rate can be approved, and it should have been applied by drilling with the specified legumes or grasses.

COLUMN *i*: The total quantity of the materials used in connection with each practice such as seed used in seeding legumes or perennial grasses, the total pounds of lime or superphosphate applied, or the total number of feet of terrace constructed, should be recorded in column *i*. For example: "Lespedeza 100 pounds"; "Red clover 200 pounds"; "Terrace 1,500 feet"; etc.

COLUMN *j*: The respective acreages on which soil-building practices were carried out should be entered in this column. In determining whether a person incurred expense in carrying out a soil-building practice which entitles him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without receiving compensation therefor.

Where only one producer is entitled to the payment for any practice (and there are other producers on the farm) the field number of the field on which such practice was carried out should be placed opposite the name of such producer in section 5 under "Practice carried out" to indicate that all of the practice is to be credited to such producer. (It will be assumed that the remaining practices are to be divided among the producers on the farm.) Where only one producer is entitled to the practice payment for the entire farm, the word "All" should be written opposite his name in section 5. The supervisor should make complete notes where any unusual share arrangement exists with reference to crops or practices.

Column *k*: In column *k* the supervisor will enter a notation of the evidence supplied by the farmer of practices carried out. Also enter a statement of any practice intended to be carried out on the farm not later than October 31, 1937. This statement will be used to determine whether it appears likely that the farmer will earn his soil-building

allowance, and to indicate practices which will need to be checked later.

2. The names and addresses of all producers entitled to a share in the depleting crops grown on the farm and the fractional shares of such producers in the general depleting crops and tobacco, respectively, should be entered in section 5.
3. Other farms owned or operated (sec. 4 of form ECR-118). The supervisor should identify carefully other farms owned or operated by the owner or share-tenant. Serial numbers or descriptions may be used.
4. Operator's certificate (sec. 6 of form ECR-118). The signature of the operator or of his representative should be obtained immediately after performance is checked by the supervisor and the form ECR-118 has been filled in.

SEC. 3. CHECKING SUPERVISOR'S REPORT IN COUNTY OFFICE

The supervisor should deliver or mail completed farm reports to the county office at the end of each day for the first week during which he works, and thereafter twice during the week, or at the end of the week, as instructed by the county office. The supervisor's report should be checked promptly upon receipt at the county office. The supervisor should be advised, without delay, of any errors he has made and should be instructed to make any necessary corrections and to obtain any information which is missing on his report. Promptness in checking the supervisor's reports will save much time and effort. Preparation of form ECR-115, as provided below, and preparation of a pencil copy of form ECR-119, "Application for payment", will be the best check which can be made on the supervisor's report.

In checking the supervisor's report, the county office should (after entering the State and county code and serial numbers, aerial photo number if applicable, and the name and address of the operator in the space provided), first prepare sections 1 and 2 on form ECR-115, and second, work out from form ECR-118 for the respective producers on the farm the division of crops and practices.

A. Preparation of sections 1 and 2 of the summary of supervisor's farm report, form ECR-115.

1. Farm acreages for 1937 (sec. 1 of form ECR-115). The 1937 farm acreage totals for the different general soil-depleting crops and for tobacco should be entered in the spaces provided. If two or more depleting crops are grown on the same acreage, only one of the crops should be counted in the acreage totals for the farm and the acreage figure for the other crop(s) should be circled. For example, if 10 acres of corn were grown following 10 acres of potatoes, the potato acreage should be shown as 10 and the corn acreage shown as 10 circled. On farms where summer legumes were grown as an emergency hay crop to replace a shortage of feed on the farm caused by drought or other unfavorable weather conditions in 1936 or 1937, the acreage of such crops which the county committee determines was so grown should be circled and not counted in the acreage totals for general soil-

depleting crops. (The acreage of any crop preceding or following such crops would be entered and counted.)

The base acreages of general soil-depleting crops and tobacco should be entered in the space provided. The word "Yes" or "No" should be entered to indicate whether or not the farm is eligible for diversion from the general soil-depleting base.

In line 13 should be entered the totals of the figures in lines 1-12 inclusive, which are not circled.

In line 17 should be entered the total of the 1937 acreage figures in lines 13-16, inclusive.

In lines 18-26, inclusive, the names and acreages of conserving crops should be entered in the proper columns. For example, 10 acres of alfalfa should be shown as "Alfalfa" and the figure 10 entered in the column headed "Alone." In the case of 10 acres of harvested wheat and red clover, the words "Wheat harvested and red clover" should be shown and the figure 5 entered in the column headed "On depleting acreage." Ten acres of crimson clover following 10 acres of corn should be listed "Crimson clover—corn" and the full figure 10 entered in the column headed "On depleting acreage." If two conserving crops are grown on a tract of land, such crops cannot be counted as conserving for an acreage greater than the acreage in the tract. For example, 10 acres of rye plowed under and followed by vegetables which are in turn followed by crimson clover will be shown as "Rye" and the figure 10 entered in the column headed "On depleting acreage", and on the following line as "Crimson clover after vegetables" and the figure 10 entered in the column headed "On depleting acreage" and circled.

In line 27 should be entered in the respective spaces the two totals of the figures in lines 18-26, inclusive, which are not circled. The sum of the two totals should be entered and circled in line 27.

In line 28 should be entered the acreage of orchards and vineyards less any acreage occupied by interplanted crops.

In line 29 should be entered the acreage of neutral or idle cropland other than orchard area.

In line 30 should be entered the total acreage of cropland as determined from the supervisor's report and as recorded on ECR-102.

In line 31 should be entered the acreage of open non-crop pasture as determined from the supervisor's report and as recorded on ECR-102. Where the supervisor was asked to estimate the acreage of fenced, non-crop, open pasture land capable of carrying at least one animal unit for each 5 acres thereof, such estimate should be entered in line 31 and circled.

In line 32 should be entered the acreage of other non-cropland as shown on the supervisor's report.

In line 33 should be entered the acreage of farm land.

2. Soil-building practices (sec. 2 of the summary of Supervisor's farm report, form ECR-115).

Enter in the space provided on form ECR-115 the proper code (as outlined in sec. 4 of these instructions) and also brief description of each approved practice actually carried out on the farm not later than October 31, 1937. The acres on which each practice was carried out will be shown in the space provided. The rate of payment per acre or per unit should be entered in the column headed "Rate." The rate entered will be the rate of payment as shown for the practice in ECR-B-101. This will enable the county office to determine whether the soil-building allowance has been earned. If the allowance has not been earned, and no evidence of intended additional practices appears in column k of section 1 of the supervisor's farm report, form ECR-118, the county office may desire to advise the operator of such fact so that he may understand that his allowance could cover the carrying out of certain additional practices.

Examples follow:

Ten acres of alfalfa seeded should be shown in the first column as "A-1 alfalfa" (A-1 in this case being the code, and alfalfa being the description of the practice), and in the second column the figure 10 should be entered.

Ten acres of crimson clover turned under as green manure should be shown as "B-2 (or B-4 if applicable) crimson clover turned" and the figure 10 should be entered in the second column.

If two acres of soybeans were turned under on land normally used for commercial vegetables and growing the soybeans as a green manure crop resulted in the production of one less depleting crop on the land in 1937 than is normal for such land, the practice should be shown as "B-3 soybeans turned" and the figure 2 entered in the second column. For example, the soybeans might be grown in place of corn following potatoes.

Fifteen acres of forest trees planted on cropland should be shown as "D-1 trees—cropland" and the figure 15 entered in the second column.

Twenty thousand pounds of limestone applied on 3 acres should be shown as "F-1 limestone 20,000 pounds" and the figure 3 entered in the second column even though payment cannot be made on more than 5,000 pounds per acre or a total of 15,000 pounds. If 14,000 pounds of hydrated lime or 10,000 pounds of burnt lime had been used the entry would show the form of lime applied and the equivalent number of pounds of ground limestone, as "F-1 lime-hyd. equal 20,000" or "F-1 lime-burnt equal 20,000."

Five hundred pounds of lime drilled with seed of red clover on 1 acre should be shown as "F-2 lime (kind) 500 lbs. drilled Red Cl." and the figure 1 should be entered in the second column. (The seeding practice for the red clover should be shown separately.)

Six hundred pounds of superphosphate applied to 1 acre of red clover should be shown as "G-1 600 lbs. 16% (use 16% for Maryland and 20% for Delaware) phos. Red Cl." and the figure 1 should be entered in the second column (even though the application exceeds that for which payment can be made).

The summary of practices should be checked against the supervisor's entries in order to assure accuracy.

B. Shares of producers in crops and practices.—See that the shares of producers in depleting crops and in the practices for which each producer incurred a part of the expense are clearly shown. Where two or more producers incurred the expense of carrying out a practice the fractional share of each in the practice payment is the same as his fractional share of the general depleting crops.

C. Soil-building allowance.—As items 1, 2, 3, 4, and 5, respectively, of section 3 of form ECR-115, enter from form ECR-102 the acres in the soil-conserving base, the acres of land on which one crop of commercial vegetables was grown in 1936, the acres of land on which two or more crops of commercial vegetables were grown in 1936, the acres in all commercial orchards on the farm January 1, 1937, and the acres of fenced noncrop open pasture in excess of one-half of the cropland (capable of carrying at least one animal unit on each 5 acres). Multiply the proper rate per acre by each of the number of acres in the respective items. Add the resulting figures and enter the total in section 3 as the minimum soil-building allowance with the following exceptions:

- (a) There will be no entry in item 5 if two or more farms are combined under one application resulting in an acreage of fenced, noncrop open pasture less than one-half of the cropland, even though such pasture acreage on one or more of the farms exceeded one-half of the cropland.
- (b) If the farm has been classified as a nondiversion farm, as provided in ECR-B-101, enter the number of dollars obtained by multiplying by one dollar (\$1) the number of acres of cropland in the farm and adding thereto amounts for items 2, 3, 4, and 5.
- (c) Enter, if larger than the amounts obtained as provided above, the minimum allowance of \$10 (for a diversion farm) or \$20 (for a nondiversion farm).

The calculation of the minimum soil-building allowance, as provided above, is intended to serve as a check on the allowance as calculated and supplied to producers on form ECR-110. It will be well to notify the producer if the minimum soil-building allowance figure as supplied to him is found to be incorrect. It should be noted that the soil-building allowance figure as determined above will be entered on the application for payment. It does not include any credit for acres diverted from depleting bases, as this credit will be determined and added when payments are computed.

SEC. 4. CODES FOR USE IN RECORDING SOIL-BUILDING PRACTICES

Designation in ECR-B-101	Practice	
	Code	Description
(a) Seeding legumes and perennial grasses.	A-1-----	Alfalfa.
	A-2-----	Red clover; mammoth clover; sericea; kudzu; or bluegrass; or any mixture containing 50 percent or more by weight of legumes listed in this A-2 or in A-1 above.
	A-3-----	Austrian winter peas; vetch; crimson clover; alsike clover; sweetclover; annual lespedeza; orchard grass; or any mixture containing 50 percent or more by weight of bluegrass or legumes listed in this A-3 or in A-1 or A-2 above.
	A-4-----	White clover; bur clover; crotalaria; red-top; timothy; or any mixture of grasses or legumes listed above.
(b) Growing green ma- nure crops and cover crops.	B-1-----	Soybeans, velvet beans or cowpeas, plowed or disked under.
	B-2-----	Crimson clover, Austrian winter peas, or vetch, plowed or disked under; rye, barley, wheat, buckwheat, Italian ryegrass, oats, or mixtures of these, plowed or disked under; Sudan grass, millet, sorghum, or sowed corn, plowed or disked under; soybeans, velvet beans, cowpeas, or lespedeza, not grazed or pastured when all of the forage is left on the land.
	B-3-----	Soybeans, velvet beans, or cowpeas plowed or disked under on land normally used for commercial vegetables and on which the growing of the green manure crop caused 1 less soil-depleting crop to be grown in 1937.
	B-4-----	Same practices as under B-2 carried out on land normally used for commercial vegetables and on which the carrying out of the practices caused 1 less soil-depleting crop to be grown in 1937.
	B-5-----	Soybeans, velvet beans, cowpeas, crotalaria, sweetclover, or any combination of small grain and legumes, interplanted in commercial orchards, clipped or disked, and left on the land.
(c) Mulching orchards	C-----	Mulching orchards as described in Bulletin 101.
(d) Planting forest trees.	D-1-----	Planting trees on cropland.
	D-2-----	Planting trees on noncropland.
(e) Improving stands of forest trees.	E-----	Thinning or pruning woodland.
(f) Improving land by the use of ground limestone.	F-1-----	Ground limestone—1,000 pounds per acre or more.
	F-2-----	Ground limestone—Drilling 500 to 999 pounds per acre with seed of grass or legume.

SEC. 4. CODES FOR USE IN RECORDING SOIL-BUILDING PRACTICES—
Continued

Designation in ECR-B-101	Practice	
	Code	Description
(g) Improving land by use of superphos- phate.	G-1-----	Phosphate on pasture or a legume, peren- nial grass, or green-manure crop.
	G-2-----	Phosphate on legume or perennial grass seeded in connection with depleting crop.
(h) Improving land by use of potash where superphosphate is used.	H-1-----	Potash on pasture or a legume, perennial grass, or green-manure crop.
	H-2-----	Potash on legume or perennial grass seeded in connection with depleting crop.
(i) Control of erosion by terracing.	I-----	Building terrace in accordance with ap- proved terracing methods for the land needing terracing.

(The practices which are not applicable in the State should be marked out by the county offices.)

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U. S. Department of Agriculture

PRELIMINARY FOR PURPOSES OF INSTRUCTION ONLY

ECR-B-102, Part X

Issued June 8, 1937.

PROCEDURE FOR DETERMINATION OF PERFORMANCE
Delaware and Maryland

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1937 Agricultural Conservation Program.

State supervisors working under the direction of the State office will visit each county within 30 days after the local supervisor starts working and unless the work is near completion at that time will visit the county again when the work is completed. The State supervisors will check at least one farm reported by each local supervisor and at least three percent of all farms in each county. Not less than one-half of the local supervisor's reports which are checked in each county will be selected at random. The State supervisor will check such part of the local supervisor's report on a farm as is required for him to become satisfied that the report is accurate. A list will be kept of the farms which are checked and a complete report will be made of any errors that are found. A copy of such report on each farm will be filed in the county office and a copy will be filed in the State office. Local supervisors will not be paid until their work has been checked and found to be satisfactory.

Section 1. Assembling in county office necessary forms and information for supervisors.

A. Assemble for each farm:

1. Form ECR-113, "Farm Sketch Map".
2. Form ECR-118, "Supervisor's Farm Report--1937".
3. Form ECR-7, "1936 Map of Cropland".

The above forms for each farm should be placed in an individual 9 x 12-inch envelope so as to guard against loss or confusion with other forms. Some identification such as the operator's name should be shown on the outside of the envelope so as to facilitate handling.

- B. Make the following entries on Form ECR-118 at the county office prior to delivery to the supervisors:

1. State and county code, 1937 serial number, aerial photo number if applicable, and the name and address of the operator in the spaces provided;
2. in section 2, the base acreages of general soil-depleting crops and tobacco, and the word "yes" or the word "no" to show whether the farm is eligible for diversion from the general base (refer to Form ECR-110 to determine whether the farm is eligible for diversion from the general base) and the soil-conserving base;
3. in section 3, the location of the farm, if such is necessary for the guidance of the supervisor.

Sec. 2. Procedure for Supervisors.

- A. Receive from the county office a number of sets of forms for such number of farms as can be visited and checked for performance within a reasonable period of time.
 1. Supervisors will keep the set of forms for each farm in a separate envelope.
- B. Visit farm and, if possible, get the 1937 operator to assist in checking performance. If the operator is unable to assist, he should designate someone as his representative to assist supervisor. The supervisor is not to go upon any farm, or engage in any activity thereon in checking performance, unless the operator acquiesces.
 1. The operator should be notified in advance of the visit.
- C. With the assistance of the 1937 operator (or his representative) the supervisor should determine acreages of crops and other land uses as follows:
 1. Measure (unless accurate measurements are already available) all acreages in the farm upon which a payment (or a

deduction) will be based. Record separately the data for cotton, peanuts, tobacco, each general soil-depleting crop, and each soil-building practice, respectively.

2. Estimate as follows acreages which will not affect the amount of the payments:

- (1) Estimate each field or subdivision of a field which is in general soil-depleting crops, peanuts, tobacco, or cotton, respectively, on the farm, if after careful inspection it is evident that the acreage of each of such crops is at least 20 percent below the maximum acreage which can be grown with full diversion payment therefor.

- (2) Estimate each field of general soil-depleting crops if the farm is not eligible for diversion from the general soil-depleting base and an acreage of general crops has not been grown in excess of the base.

- D. The 1937 Farm Sketch Map should be made at the time the supervisor checks performance, unless a satisfactory map is available which can be used. The actual shape of the fields should be shown as nearly as possible. The 1936 map of cropland, Farm ECR-7, will be helpful in making the 1937 Farm Sketch Map.

1. On Form ECR-113, a farm sketch map will be made. Each field will be shown in approximate location and will be identified by a number: 1, 2, or 3, etc.

- E. Execution of Form ECR-118 by supervisor.

1. Farm Field Report (section 1 of Form ECR-118). This section should be filled in by the supervisor at the time he checks performance.

Column a: The field number entered in column a should agree with the field number on the farm sketch map.

Column b: Where the acreage in a field is determined by the supervisor (or where the acreage is already available) such acreage should be entered in column b. If the acreage in the field is determined at the county office from the supervisor's measurements, no entry will be made in column b by the supervisor.

Column c: Show all crops grown (including green manure crops or crops pastured) or seeded on each field not later than October 31, 1937, except that small grains seeded alone in the fall of 1937 need not be shown. Indicate subdivisions of fields as 1A, 1B, etc., where two or more depleting crops are grown in the same field. If two or more producers have separate acreages of the same crop in the same field, a subdivision of the field should be shown for each producer, and the estimated acreage in each producer's separate crop should be shown.

In order to check approximately the crops of several producers on the same farm, it may be desirable to record the estimated acreage in the crop of each such producer and balance the sum of such acreages with the estimated total acreage of the crop on the farm.

Examples of various combinations of crops in fields follow:

A 10-acre field in which are grown six acres of tomatoes and four acres of corn may be shown as "1A-6 acres tomatoes" and "1B-4 acres corn".

A 10-acre field of oats and red clover may be shown as "Oats and red clover". However, in this kind of case a note should explain the disposition of the oats ("Oat hay" or "Oats pasture", etc.), since the classification of the land will be determined by such disposition.

Where crops are interplanted in orchards, the supervisor should estimate the number of acres occupied by the trees and that occupied by the interplanted crop and enter this estimate in column c, such as "Orchard 1/2 - blue-grass 1/2", for example.

Column d: Enter in column d the acreages of depleting crops for the corresponding depleting crops described in column c. Where two depleting crops are grown in succession on the same land in 1937, the acreage figure of the second such crop should be circled.

Column e: Enter in column e the acreages of the corresponding conserving crops described in column c. If the conserving crop in column c followed a depleting crop or was grown in combination with a depleting crop, the acreage figure in column e should be circled. The entire acreage of the conserving crop should be entered in column e in every case.

For instance, a 10-acre field of wheat harvested and grown with red clover would be shown in column d as 10 acres and in column e as 10 acres circled. If a conserving crop follows a conserving crop the acreage of the second crop should be circled.

Column f: Enter in column f the acreage of the field classified as neutral cropland. For example, the acreage of orchard actually occupied by trees or the acreage of idle cropland should be entered in column f.

Column g: Enter in column g the acreage of non-cropland in the field.

Column h: Enter in column h the description of soil-building practices as shown in section 4 below. Practices of seeding legumes and perennial grasses and growing green manure crops and cover crops should be substantiated by the crops shown in column c. The practice of application of superphosphate should be substantiated by an entry of a crop in column c which is eligible for the application of superphosphate. If 500 to 1000 pounds of ground limestone or equivalent is applied it should be substantiated by a crop on which an application at this rate can be approved, and it should have been applied by drilling with the specified legumes or grasses.

Column i: The total quantity of the materials used in connection with each practice such as seed used in seeding legumes or perennial grasses, the total pounds of lime or superphosphate applied, or the total number of

feet of terrace constructed, should be recorded in column i. For example: "Lespedeza 100 pounds"; "Red clover 200 pounds"; "Terrace 1,500 feet"; etc.

Column j: The respective acreages on which soil-building practices were carried out should be entered in this column. In determining whether a person incurred expense in carrying out a soil-building practice which entitles him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without receiving compensation therefor.

Where only one producer is entitled to the payment for any practice, (and there are other producers on the farm) the field number of the field on which such practice was carried out should be placed opposite the name of such producer in section 5 under "Practice Carried Out" to indicate that all of the practice is to be credited to such producer. (It will be assumed that the remaining practices are to be divided among the producers on the farm.) Where only one producer is entitled to the practice payment for the entire farm, the word "All" should be written opposite his name in section 5. The supervisor should make complete notes where any unusual share arrangement exists with reference to crops or practices.

Column k: In column k the supervisor will enter a notation of the evidence supplied by the farmer of practices carried out and also a statement of any practices intended to be carried out on the farm not later than October 31, 1937.

2. The names and addresses of all producers entitled to a share in the depleting crops grown on the farm and the fractional shares of such producers in the general depleting crops and tobacco, respectively, should be entered in section 5.
3. Other Farms Owned or Operated (section 4 of Form ECR-118). The supervisor should identify carefully other farms owned or operated by the owner or share-tenant. Serial numbers or descriptions may be used.
4. Operator's Certificate (section 6 of Form ECR-118). The signature of the operator or of his representative should be obtained immediately after performance is checked by the supervisor and the Form ECR-118 has been filled in.

Sec. 3. Checking Supervisor's Report in County Office.

The supervisor should deliver or mail completed farm reports to the county office at the end of each day for the first week during which he works, and thereafter twice during the week, or at the end of the week, as instructed by the county office. The supervisor's report should be checked promptly upon receipt at the county office. The supervisor should be advised, without delay, of any errors he has made and should be instructed to make any necessary corrections and to obtain any information which was missing on his report. Promptness in checking the supervisor's reports will save much time and effort. Preparation of Form ECR-115, as provided below, and preparation of a pencil copy of Form ECR-118, "Application for Payment", will be the best check which can be made on the supervisor's report.

In checking the supervisor's report, the county office should (after entering the State and county code and serial numbers, aerial photo number if applicable, and the name and address of the operator in the space provided), first prepare sections 1 and 2 on Form ECR-115, and second, work out for the respective producers on the farm the division of crops and practices.

A. Preparation of sections 1 and 2 of the Summary of Supervisor's Farm Report, Form ECR-115.

1. Farm Acreages for 1937 (Section 1 of Summary of Supervisor's Farm Report).
The 1937 farm acreage totals for the different general soil-depleting crops and for tobacco should be entered in the spaces provided. If two or more depleting crops are grown on the same acreage, only one of the crops should be counted in the acreage totals for the farm and the acreage figure for the other crop(s) should be circled. For example, if 10 acres of corn were grown following 10 acres of potatoes, the potato acreage should be shown as 10 and the corn acreage shown as 10 circled. On farms where summer legumes were grown as an emergency hay crop to replace a shortage of feed on the farm caused by drought or other unfavorable weather conditions in 1936 or 1937, the acreage of such crops which the county committee determines was so grown should be circled and not counted in the acreage totals for general soil-depleting crops. (The acreage of any crop preceding or following such crops would be entered and counted.)

The base acreages of general soil-depleting crops and tobacco should be entered in the space provided. The word "Yes" or "No" should be entered to indicate whether or not the farm is eligible for diversion from the general soil-depleting base.

In line 13 should be entered the totals of the figures in lines 1-12 inclusive, which are not circled.

In line 17 should be entered the total of the 1937 acreage figures in lines 13-16, inclusive.

In lines 18-26, inclusive, the names and acreages of conserving crops should be entered in the proper columns. For example, 10 acres of alfalfa should be shown as "Alfalfa" and the figure 10 entered in the column headed "Alone". In the case of 10 acres of harvested wheat and red clover, the words "Wheat and

red clover" should be shown and the figure 5 entered in the column headed "On depleting acreage". Ten acres of crimson clover following 10 acres of corn should be listed "Crimson clover-corn" and the full figure 10 entered in the column headed "On depleting acreage". If two conserving crops are grown on a tract of land, such crops cannot be counted as conserving for an acreage greater than the acreage in the tract. For example, 10 acres of rye plowed under and followed by vegetables which are in turn followed by crimson clover will be shown as "Rye" and the figure 10 entered in the column headed "On depleting acreage" and on the following line as "Crimson clover after vegetables" and the figure 10 entered in the column headed "On depleting acreage" and circled.

In Line 27 should be entered in the respective spaces the two totals of the figures in lines 18-26, inclusive, which are not circled. The sum of the two totals may be entered and circled in line 27.

In Line 28 should be entered the acreage of orchards and vineyards less any acreage occupied by interplanted crops.

In Line 29 should be entered the acreage of neutral or idle cropland other than orchard area.

In line 30 should be entered the total acreage of cropland as determined from the supervisor's report and as recorded on ECR-101 or 102.

In line 31 should be entered the acreage of open non-crop pasture as determined from the supervisor's report and as recorded on ECR-101. Where the supervisor was asked to estimate the acreage of fenced, non-crop, open pasture land capable of carrying at least one animal unit for each five acres thereof, such estimate should be entered in line 31 and circled.

In line 32 should be entered the acreage of other non-cropland as shown on the supervisor's report.

In line 33 should be entered the acreage of farm land.

2. Soil-Building Practices (Section 2 of the Summary of Supervisor's Farm Report, Form ECR-118).

Enter in the space provided the proper code (as outlined in section 4 of these instructions) and also brief description of each approved practice carried out on the farm not later than October 31, 1937. The acres on which each practice was carried out will be shown in the space provided. The rate of payment per acre or per unit should be entered in the column headed "Rate". The "rate" entered will be the rate of payment as shown for the practice in ECR-B-101. This will enable the county office to determine whether the soil-building allowance has been earned. If the allowance has not been earned, and no evidence of intended additional practices appears in column k of section 1 of the Supervisor's Farm Report, Form ECR-118, the county office may desire to advise the operator of such fact so that he may understand that his allowance could cover the carrying out of certain additional practices.

Examples follow:

Ten acres of alfalfa seeded should be shown in the first column as "A-1 Alfalfa" (A-1 being the code, and Alfalfa being the description of the practice), and in the second column the figure 10 should be entered.

Ten acres of crimson clover turned under as green manure should be shown as "B-2 (or B-4 if applicable) crimson clover turned" and the figure 10 should be entered in the second column.

If two acres of soybeans were turned under on land normally used for commercial vegetables and growing the soybeans as a green manure crop resulted in the production of one less depleting

crop on the land in 1937 than is normal for such land, the practice should be shown as "B-3 Soybeans turned" and the figure 2 entered in the second column. For example, the soybeans might be grown in place of corn following potatoes.

Fifteen acres of forest trees planted on cropland should be shown as "D-1 trees-cropland" and the figure 15 entered in the second column.

20,000 pounds of lime applied on 3 acres should be shown as "F-1 Lime (kind) 20,000 lbs." and the figure 3 entered in the second column even though payment cannot be made on more than 5,000 lbs. per acre or 15,000 lbs.

Five hundred pounds of lime drilled with seed of red clover on 1 acre should be shown as "F-2 Lime (kind) 500 lbs. drilled Red Cl." and the figure 1 should be entered in the second column. (The seeding practice for the red clover should be shown separately).

Six hundred pounds of superphosphate applied to one acre of red clover should be shown as "G-1 600 lbs. 16% (use 16% for Maryland and 20% for Delaware) phos. Red Cl." and the figure 1 should be entered in the second column (even though the application exceeds that for which payment can be made).

The summary of practices should be checked against the supervisor's entries in order to assure accuracy.

B. Shares of Producers in Crops and Practices.

See that the shares of producers in depleting crops and in the practices for which each producer incurred a part of the expense are clearly shown. Where two or more producers incurred the expense of carrying out a practice the fractional share of each in the practice payment is the same as his fractional share of the general depleting crops.

C. Soil-Building Allowance.

As items 1, 2, 3, 4, and 5, respectively, of section 3 of Form ECR-115, enter from Form ECR-102 the acres in the soil-conserving base, the acres of land on which one crop of commercial vegetables was grown in 1936, the acres of land on which two or more crops of commercial vegetables were grown in 1936, the acres in all commercial orchards on the farm, and the acres of fenced non-crop open pasture in excess of one-half of the cropland (capable of carrying at least one animal unit on each five acres). Multiply the proper rate per acre by each of the number of acres in the respective items. Add the resulting figures and enter the total in section 3 as the minimum soil-building allowance with the following exceptions:

Where one application covers more than one work sheet, a master work sheet covering all the individual work sheets should accompany the application to the State office. This may result in no figure for item 5 (fenced, non-crop, open pasture), even though one or more of the individual work sheets would show such if considered individually.

- (a) If the farm has been classified as a non-diversion farm, as provided in ECR-B-101, enter the number of dollars obtained by multiplying by one dollar (\$1) the number of acres of cropland in the farm and adding thereto amounts for items 2, 3, 4, and 5.
- (b) and enter, if larger than the amounts obtained as provided above, the minimum allowance of \$10.00 (for a diversion farm) or \$20.00 (for a non-diversion farm).

The calculation of the minimum soil-building allowance, as provided above, is intended to serve as a check on the allowance as calculated and supplied to producers on Form ECR-110. It will be well to notify the producer if

the minimum soil-building allowance figure as supplied to him is found to be incorrect. It should be noted that the soil-building allowance figure as determined above will be entered on the application for payment. It does not include any credit for acres diverted from depleting bases, as this credit will be determined and added when payments are computed.

Sec. 4. Codes for Use in Recording Soil-Building Practices

Designation in ECR-B-101	:	Practice
	:	Description
(a) Seeding legumes and perennial grasses	A-1	Alfalfa
	A-2	Red clover; mammoth clover; sericea; kudzu; or bluegrass; or any mixture containing 50 percent or more by weight of legumes listed in this A-2 or in A-1 above.
	A-3	Austrian winter peas; vetch; crimson clover; alsike clover; sweet clover; annual lespedeza; orchard grass; or any mixture containing 50 percent or more by weight of bluegrass or legumes listed in this A-3 or in A-1 or A-2 above.
	A-4	White clover; bur clover; crotalaria; redtop; timothy; or any mixture of grasses or legumes listed above.
(b) Growing green manure crops and cover crops	B-1	Soybeans, velvet beans or cowpeas, plowed or disced under.
	B-2	Crimson clover, Austrian winter peas, or vetch, plowed or disced under; rye, barley, wheat, buckwheat, Italian ryegrass, oats, or mixtures of these, plowed or disced under; Sudan grass, millet, sorghum, or sowed corn, plowed or disced under; soybeans, velvet beans, cowpeas, or lespedeza, not grazed or pastured when all of the forage is left on the land.

Designation in EGR-B-101	Practice	
	Code	Description
	B-3	Soybeans, velvet beans, or cowpeas plowed or disced under on land normally used for commercial vegetables and on which the growing of the green manure crop caused one less soil-depleting crop to be grown in 1937.
	B-4	Same practices as under B-2 carried out on land normally used for commercial vegetables and on which the carrying out of the practices caused one less soil-depleting crop to be grown in 1937.
	B-5	Soybeans, velvet beans, cowpeas, cro-talaria, sweet clover, or any combination of small grain and legumes, interplanted in commercial orchards, clipped or disced, and left on the land.
(c) Mulching orchards	C	Mulching orchards as described in Bulletin 101.
(d) Planting forest trees	D-1	Planting trees on cropland.
	D-2	Planting trees on non-cropland.
(e) Improving stands of forest trees.	E	Thinning or pruning woodland.
(f) Improving land by the use of ground limestone.	F-1	Ground limestone--1,000 pounds per acre or more.
	F-2	Ground limestone--Drilling 500 to 999 pounds per acre with seed of grass or legume.
(g) Improving land by use of superphosphate	G-1	Phosphate on pasture or a legume, perennial grass or green manure crop.
	G-2	Phosphate on legume or perennial grass seeded in connection with depleting crop.

Designation in ECR-B-101	Practice	
	Code	Description
(h) Improving land by use of potash	H-1	Potash on pasture or a legume, perennial grass, or green manure crop.
	H-2	Potash on legume or perennial grass seeded in connection with depleting crop.
(i) Control of erosion by terracing	I	Building terrace in accordance with approved terracing methods for the land needing terracing.

(The practices which are not applicable in the States should be marked out by the county offices.)

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
EAST CENTRAL DIVISION

1937 Agricultural Conservation Program—East Central Region

PREPARATION OF APPLICATION FOR PAYMENT

(APPLICABLE IN THE STATES OF DELAWARE AND MARYLAND)

East Central Region Bulletin 102 Part XI

NOTE.—Parts I and II of ECR-B-102 relate to the preparation of Form ECR-101, "Statistical Summary for Areas With Two or More Bases", and Form ECR-102, "Statistical Summary", respectively, and are applicable throughout the region. Parts I and II of ECR-B-102 were not published as such, as the instructions contained therein related chiefly to the mechanical procedure of filling out the statistical summary form.

Part III of ECR-B-102 relates to requests by producers for triple superphosphate and is applicable in North Carolina, Tennessee, Virginia, and Kentucky.

Part IV of ECR-B-102 relates to increases in tobacco soil-depleting bases in conjunction with decreases in soil-depleting bases for other kinds of tobacco and is applicable in Kentucky, Tennessee, and Virginia.

Part V of ECR-B-102 relates to the preparation of Form ECR-109, "Statement of 1937 Bases and Allowances" and Form ECR-110, "1937 Bases and Allowances", and is applicable throughout the region.

Part VI of ECR-B-102 relates to farms cooperating in programs of the Soil Conservation Service or Resettlement Administration and is applicable throughout the region.

Part VII of ECR-B-102 relates to the procedure for determination of performance and is applicable in Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

Part VIII of ECR-B-102 relates to the preparation of the application for payment and is applicable in the States of Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

Part IX of ECR-B-102 relates to the preparation of Form ECR-111, "Summary of Statement of 1937 Bases and Allowances" and Form ECR-112, "Summary of 1937 Bases and Allowances", and is applicable throughout the region.

Part X of ECR-B-102 relates to the procedure for determination of performance and is applicable in Delaware and Maryland.

The Application for Payment—1937 Agricultural Conservation Program—East Central Region, Form ECR-119, will be filled out in the county office from the Supervisor's Farm Report, Form ECR-118. One pencil copy of the application will first be prepared from which will be made three typed copies. The pencil copy and one of the typed colored copies are for county office files. The original (white) and a colored copy will be sent to the State office. The pencil copy should be made on the colored copy of the application since an extra supply has been prepared on colored paper for use in making pencil copies.

One or more farms may be included under a single application. An application may *not* be submitted for *part* of a farm.

Applications for payment should be numbered serially. The serial number of the work sheet may be used for the application. Care should be exercised to avoid duplicating numbers. For applications covering land not covered by application in 1936, the work sheet should accompany the application to the State office.

SECTION 1. BASES, 1937 CROP ACREAGES AND PRACTICES—SECTION I OF FORM

A. Rate of Payment Per Acre.—Enter on the line "yield" the yield per acre for tobacco. Enter on line 1 the rate of payment for general soil-depleting crops.

If in any case general soil-depleting crops were grown in 1937 on land covered by an application for which there is no general soil-depleting base, and such crops were not for home consumption on the farm, the rate of payment per acre determined for other land in the same locality similar to that covered by the application should be entered on line 1 as the rate of payment for the land covered by such application and a zero should be entered on line 2 as the general soil-depleting base. A similar procedure should be followed in determining and entering a yield per acre for those cases in which there is no tobacco soil-depleting base for the farm and tobacco was grown in 1937.

If two or more farms which were covered by separate work sheets are included in one application for payment, the rate of payment per acre (or yield per acre in the case of tobacco) for each depleting base on the application will be the weighted average rate or yield per acre for diversion from such base for all such farms obtained as follows:

1. Multiply the rate of payment per acre (or yield of tobacco) for diversion from each soil-depleting base by the number of acres in such base. Add the resulting products for each base;
2. Add the respective soil-depleting base acreages for all the farms; and
3. Divide the sum obtained for each soil-depleting base under paragraph 1 above by the number of acres obtained for such base under paragraph 2 above.

B. Base Acres.—Enter on line 2 in the respective columns the base acres for general soil-depleting crops and tobacco.

C. 1937 Acreage of Soil-Depleting Crops.—Enter on line 3 the 1937 acreage of general soil-depleting crops and tobacco. Acres should be rounded to the nearest tenth of an acre (except that if the tobacco base is 0.2 acre or less, then the 1937 acreage of tobacco should be expressed in hundredths).

D. Division of Crops:

1. Type in the lines 10a, 11a, and 12a the name and address of each producer who is entitled to a share in any soil-depleting crop (or the proceeds thereof) or who has incurred any portion of the expense of carrying out any soil-building practice. If there is only one producer under the application, only the name and address of such producer will be entered in line 10a and it will not be necessary to

make other entries on such line or the lines immediately below (i. e., no entries need be made under division of crops and of practices).

2. Share of crop. In lines 10a, 11a, and 12a enter in column B the share of each producer in the general soil-depleting crops (or the proceeds thereof) expressed in fractions or percentages. These entries should be added together in order to make certain that the total is equal to the figure 1 or 100. In the same manner enter in column C lines 10a, 11a, and 12a, the fractional or percentage share of tobacco (or the proceeds thereof) to which each producer is entitled, and check to see that the total of the individual shares equals the figure 1 or 100.

E. Soil-Building Practices.—Enter in line 4 columns D to H opposite the entry "Practice Code" the code for each soil-building practice which has been carried out on the farm in 1937. Below each practice code should be entered in line 5 the acres or other units for that particular practice. The acreage entry (carried to tenths if necessary) in line 5 should be the total acres involved in the practice of seeding legumes and perennial grasses, growing green manure crops or cover crops, planting of forest trees, improving stands of forest trees, or subsoiling. The unit entry in line 5, however, should be the total units applied (lime to the nearest tenth of a ton, phosphate or potash in pounds, terrace in linear feet) not to exceed that on which payment can be made under the terms and conditions of the 1937 program.

In all cases where lime, superphosphate, or potash is used the total amount used should be divided by the number of acres on which the material is applied to make certain that a rate of application is not approved higher or lower than the maximum or minimum rates of application per acre specified in ECR—B—101. If the rate of application per acre is less than the minimum specified in ECR—B—101, the practice should not be included in the application for payment. If the rate of application is greater than the maximum rate on which payment can be made as specified in ECR—B—101, the total quantity included for the practice in the application for payment in line 5 should be the maximum rate of application per acre on which payment can be made multiplied by the total number of acres on which the practice was performed.

The total number of linear feet of terraces constructed will be shown in line 5 rather than the number of acres on which the terraces were constructed.

F. Division of Soil-Building Practices.—Opposite the name and address of each producer in lines 10a, 11a, and 12a enter under each practice the fractions or percentages showing the shares of such producers in such practice. The sum of the shares for all producers for each practice should equal the figure 1 or 100.

SEC. 2. CODE AND SERIAL NUMBERS OF APPLICATIONS COVERING OTHER FARMS—SECTION II OF FORM

If a person is interested as owner or share-tenant in two or more farms located in the same county, which are included under two or more applications for payment, a cross reference on such applica-

tions (by entering serial numbers in section II of each of the applications) will be necessary *if no payment can be made under one or more of the applications*. If the county office determines (rough calculations will be sufficient) that a payment can be made under each of the respective applications, no cross reference will be necessary. However, if the county office cannot determine whether a payment can be made, a cross reference will be necessary. Where a cross reference is made on two or more applications, they should be grouped together when submitted to the State office.

SEC. 3. MISCELLANEOUS ITEMS AND SOIL-BUILDING ALLOWANCE—
SECTION III OF FORM

Enter as item 1 the soil-conserving base as recorded on Form ECR-102. Make the entry to the left of the word "acres" in all cases—not in the box to the right of the word "acres."

Make no entry for item 2.

Enter as item 3 the 1937 acreage of soil-conserving crops as determined from the supervisor's report.

Make no entry for item 4.

Enter as item 5 "0" or "15", whichever is applicable, in accordance with the following provisions:

1. Enter "0."

(a) If general crops normally are not grown above home needs on an acreage amounting to 15 percent or more of the general base; or

(b) On farms having a general base of 20 acres or less and on which general crops normally are grown above home needs on an acreage equal to 15 percent or more of the base, if there is no tobacco base, and the producer elected to have the farm considered ineligible for diversion.

2. Enter "15."

(a) On farms having a general base of more than 20 acres, if general crops normally are grown above home needs on an acreage amounting to 15 percent or more of the base.

(b) On farms having a general base of 20 acres or less, if general crops normally are grown above home needs on any acreage amounting to 15 percent or more of the base, and the producer elected to have the farm considered eligible for diversion.

Enter under "acres" as item 6 in those cases to which paragraph 1 (b) above is applicable (i. e., general base of 20 acres or less and the producer elects to have the farm considered ineligible for diversion) the acres of cropland in the farm. Make no entry for item 6 unless the case is one to which paragraph 1 (b) above is applicable.

Enter under "acres" as items 7, 8, 9, and 10 any acreage of commercial vegetables, commercial orchards, or fenced noncrop open pasture which is to be counted in determining the soil-building allowance for the farm. Make no entries under "dollars" for items 6, 7, 8, 9, and 10 or for the "Total" of the items.

SEC. 4. SIGNATURES

A. Obtaining Signatures.—When the application has been filled in, the signatures of the interested producers should be obtained. Producers should sign in lines 10b, 11b, and 12b. Signatures should be in ink whenever practicable. If, however, an application is signed with a pencil, the signature *must not* be traced in ink. Each signature *by mark must be witnessed* by one person who must sign his name in his own handwriting. Witnesses are not required for signatures other than those made by mark. A producer interested in the payments under the application may witness the signature of any other producer interested in such payments.

If for any reason the signature of a producer who otherwise would share in the payment cannot be obtained to an application, a statement of the reason why such producer did not sign should be written in the application in paragraph 4 of section IV. For example: "John Doe refused to sign"; or "John Doe cannot be located"; or "John Doe is traveling and cannot be reached."

Payment may be made to any producer whose signature cannot be obtained when the application is submitted if at some later time within the prescribed time limit such producer submits a supplementary application for payment. Any such supplementary application should be prepared by making a copy of the application originally submitted. This copy should be marked "Supplementary." It should be signed only by the producer who did not sign the original application. The committee certification in sections V and VI should be signed by the committeemen.

B. Form of and Authority for Signatures.—Signatures should be in the forms indicated below as correct. The community and county committee must determine that each person who signs an application in a representative or fiduciary capacity (as agent, attorney-in-fact, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the committee does not have knowledge of the fact that such person is properly authorized to sign in such capacity, the committee should require the presentation of documentary proof of authority (refer to Form ACP-16 for a detailed explanation of what types of documentary authority should be accepted). Documentary proof of authority in such cases may be returned to the producer or retained in the county office files with the county office copy of the application. It should not be forwarded to the State office.

FORM OF SIGNATURE

	Correct	Incorrect
By an individual -----	John Doe	
By a sole proprietor operating under a trade name	XYZ Company By John Doe, Sole Proprietor	XYZ Company By John Doe
By an agent -----	John Doe By Henry Smith, Agent	Henry Smith, Agent, or John Doe by Henry Smith

FORM OF SIGNATURE—Continued

	Correct	Incorrect
For a corporation-----	ABC Company, Inc. by John Doe, President (or appropriate title)	John Doe, President, or ABC Company, Inc. by John Doe
For a partnership-----	Smith and Jones by Henry Smith, partner	Smith and Jones, or Smith and Jones by Henry Smith
By an executor-----	John Doe, Executor of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, or John Doe, Executor
By co-executors-----	John Doe, Richard Roe, Co-Executors of the Estate of Henry Smith, Deceased	John Doe, Richard Roe, Co-Executors
By an administrator--	John Doe, Administrator of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, or John Doe, administrator
By a guardian or committee.	John Doe, Guardian (or Committee) or Henry Smith, Minor (or Incompetent)	John Doe, Guardian
By a receiver or liquidator.	John Doe, Receiver (or Liquidator) of ABC Co.	ABC Company, or John Doe, Receiver
By a trustee-----	John Doe, Trustee for the Heirs of the Henry Smith Estate	Heirs of the Henry Smith Estate, or John Doe, Trustee

The title of any State, county, municipal, or Federal officer must be given with his signature.

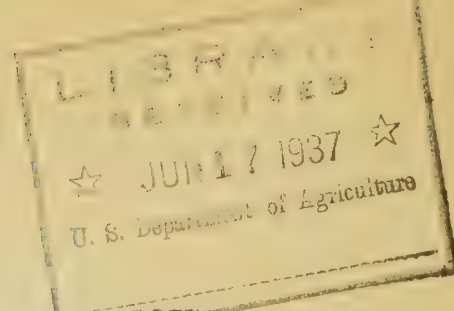
SEC. 5. CERTIFICATION

The supervisor or community committeeman who inspected the farms included under the application will sign the "Certificate of Inspection", section V of the application for payment. One member of the county committee will sign the "Certificate of County Committee", section VI of the form. In addition, two committeemen, including one who executed the "Certificate of Inspection" or the "Certificate of County Committee", should initial any changed figures or erasures which appear on the application. If a single application is submitted with respect to two or more farms located in different counties, a county committeeman in each such county should sign.

Excess General Depleting Crops.—Where the 1937 acreage of general soil-depleting crops exceeded the general base, it will be necessary that the county committee determine whether such excess was required for home consumption on the farm or to replace a shortage of feed due to drought, flood, or other unfavorable weather conditions in 1936 or 1937. If the county committee finds that such excess was for either of such purposes, the words "was not" should be stricken from the part of the certification headed "Excess Depleting Crops". If the facts do not warrant such a finding by the county committee, the word "was" should be stricken out.

Deficiency of Soil-Conserving Crops for Meeting Minimum and Excess General Depleting Crops Under Flood or Drought Conditions.—If the county committee finds that the growing of general soil-depleting crops to replace a shortage of feed due to flood, drought, or other unfavorable weather conditions, in 1936 or 1937, caused the 1937 acreage of soil-conserving crops to be less than the minimum acreage of conserving crops, and that all cropland was devoted to either soil-depleting or soil-conserving crops, the words "was not" should be stricken from the part of the certification headed "Deficiency of Conserving Crops" in section VI of Form ECR-119; but if the facts do not warrant such a finding by the county committee the word "was" should be stricken out.

PRELIMINARY FOR PURPOSES OF INSTRUCTION ONLY
JUNE 8, 1937



ECR-B-102, Part XI

Issued June 1937.

PREPARATION OF APPLICATION FOR PAYMENT
Delaware and Maryland

The Application for Payment--1937 Agricultural Conservation Program--East Central Region, Form ECR-119, will be filled out in the county office from the Supervisor's Farm Report, Form ECR-118. One pencil copy of the application will first be prepared from which will be made three typed copies. The pencil copy and one of the typed buff colored copies are for county office files. The original (white) and a buff copy will be sent to the State office. The pencil copy should be made on the buff colored copy of the application since an extra supply has been prepared on buffcolored paper for use in making pencil copies.

One or more farms may be included under a single application. An application may not be submitted for part of a farm.

Applications for payment should be numbered serially. The serial number of the work sheet may be used for the application. Care should be exercised to avoid duplicating numbers. For applications covering land not covered in 1936, the work sheet should accompany the application to the State office.

Sec. 1. BASES, 1937 CROP ACREAGES AND PRACTICES--

Section I of Form.

- A. Rate of Payment Per Acre. Enter on line 1 the rate of payment for general soil-depleting crops and tobacco.

If in any case general soil-depleting crops were grown in 1937 on land covered by an application for which there is no general soil-depleting base, and such crops were not for home consumption on the farm, the rate of payment per acre determined for other land in the same locality similar to that covered by the application should be entered on line 1 as the rate of payment for the land covered by such application and a zero should be entered on line 2 as the general soil-depleting base. A similar procedure should be followed for those cases in which there is no tobacco soil-depleting base for the farm and tobacco was grown in 1937.

If two or more farms which were covered by separate work sheets are included in one application for payment, the rate of payment per acre for each depleting base on the application will be the weighted average rate per acre for diversion from such base for all such farms obtained as follows:

1. Multiply the rate of payment per acre for diversion from each soil-depleting base by the number of acres in such base. Add the resulting products for each base;
 2. Add the respective soil-depleting base acreages for all the farms; and
 3. Divide the sum obtained for each soil-depleting base under paragraph 1 above by the number of acres obtained for such base under paragraph 2 above.
- B. Base Acres. Enter on line 2 in the respective columns the base acres for general soil-depleting crops and tobacco.
- C. 1937 Acreage of Soil-Depleting Crops. Enter on line 3 the 1937 acreage of general soil-depleting crops and tobacco. Acres should be rounded to the nearest tenth of an acre.
- D. Division of Crops.
1. Type in the lines 10a, 11a, 12a, and 13a the name and address of each producer who is entitled to a share in any soil-depleting crop (or the proceeds thereof) or who has incurred any portion of the expense of carrying out any soil-building practice. If there is only one producer under the application, only the name and address of such producer will be entered in line 10a and it will not be necessary to make other entries on such line or the lines immediately below (i.e., no entries need be made under division of crops and of practices).

2. Share of crop. In lines 10a, 11a, 12a, and 13a enter in column B the share of each producer in the general soil-depleting crops (or the proceeds thereof) expressed in fractions or percentages. These entries should be added together in order to make certain that the total is equal to the figure 1 or 100.

In the same manner enter in column C lines 10a, 11a, 12a, and 13a, the fractional or percentage share of tobacco (or the proceeds thereof) to which each producer is entitled, and check to see that the total of the individual shares equals the figure 1 or 100.

- E. Soil-Building Practices. Enter in line 4 opposite the entry "Practice Code" the code for each soil-building practice which has been carried out on the farm in 1937. Below each practice code should be entered in line 5 the acres or other unit for that particular practice. The acreage entry (carried to tenths if necessary) in line 5 should be the total acres involved in the practice of seed-ing legumes and perennial grasses, growing green manure crops or cover crops, planting of forest trees, improving stands of forest trees, or sub-soiling. The unit entry in line 5, however, should be the total units applied (line to the nearest tenth of a ton, phosphate or potash in pounds, terrace in linear feet) not to exceed that on which payment can be made under the terms and conditions of the 1937 program.

In all cases where lime, superphosphate, or potash is used the total amount used should be divided by the number of acres on which the material is applied to make certain that a rate of application is not approved higher or lower than the rate of application per acre specified in ECR-B-101. If the rate of application per acre is less than the minimum specified in ECR-B-101, the practice should not be included in the application for payment. If the rate of application is greater than the maximum rate on which payment can be

made as specified in ECR-B-101, the total quantity included for the practice in the application for payment in line 5 should be the maximum rate of application per acre on which payment can be made multiplied by the total number of acres on which the practice was performed.

The total number of linear feet of terraces constructed will be shown in line 5 rather than the number of acres on which the terraces were constructed.

- F. Division of Soil-Building Practices. Opposite the name and address of each producer in lines 10a, 11a, 12a, and 13a (above the broken line) enter under each practice the fractions or percentages showing the shares of such producers in such practices. The sum of the shares for all producers for each practice should equal the figure 1 or 100.

Sec. 2. CODE AND SERIAL NUMBERS OF APPLICATIONS COVERING OTHER FARMS -- SECTION II OF FORM. If a person is interested as owner or share-tenant in two or more farms located in the same county, which are included under two or more applications for payment, a cross reference on such applications (by entering serial numbers in section II of each of the applications) will be necessary if no payment can be made under one or more of the applications. If the county office determines (rough calculations will be sufficient) that a payment can be made under each of the respective applications, no cross reference will be necessary. However, if the county office cannot determine whether a payment can be made, a cross reference will be necessary. Where a cross reference is made on two or more applications, they should be grouped together when submitted to the State office.

Sec. 3. MISCELLANEOUS ITEMS -- SECTION III OF FORM. Enter as item 1 the soil-conserving base as recorded on Form ECR-101 or ECR-102. Make the entry to the left of the word "acres" in all cases -- not in the box to the right of the word "acres".

Enter as item 2 the 1937 acreage of soil-conserving crops as determined from the supervisor's report.

Make no entries for item 3.

Enter as item 4 the word "Yes" or "No", whichever is applicable, in accordance with the following provisions:

1. Enter "No"

- (a) If general crops normally are not grown above home needs on an acreage amounting to 15 percent or more of the general base; or
- (b) On farms having a general base of 20 acres or less and on which general crops normally are grown above home needs on an acreage equal to 15 percent or more of the base, if there is no tobacco base, and the producer elected to have the farm considered ineligible for diversion.

2. Enter "Yes"

- (a) On farms having a general base of more than 20 acres, if general crops normally are grown above home needs on an acreage amounting to 15 percent or more of the base.
- (b) On farms having a general base of 20 acres or less, if general crops normally are grown above home needs on any acreage amounting to 15 percent or more of the base, and the producer elected to have the farm considered eligible for diversion.

Make no entry for item 5, "Soil-building allowance", as this item will be entered by the State office.

Sec. 4. SIGNATURES

- A. Obtaining Signatures. When the application has been filled in, the signatures of the interested producers should be obtained. Producers should sign in lines 10b, 11b, 12b, and 13b. Signatures should be in ink whenever practicable. If, however, an application is signed with a pencil, the signature must not be traced in ink. Each signature by mark must be witnessed by one person who must sign his name in his own handwriting. Witnesses are not required

for signatures other than those made by mark. A producer interested in the payments under the application may witness the signature of any other producer interested in such payments.

If for any reason the signature of a producer who otherwise would share in the payment cannot be obtained to an application, a statement of the reason why such producer did not sign should be written in the application in paragraph 4 of section IV. For example: "John Doe refused to sign"; or "John Doe cannot be located"; or "John Doe is traveling and cannot be reached".

Payment may be made to any producer whose signature cannot be obtained when the application is submitted if at some later time within the prescribed time limit such producer submits a supplementary application for payment. Any such supplementary application should be prepared by making a copy of the application originally submitted. This copy should be marked "Supplementary". It should be signed only by the producer who did not sign the original application. The committee certifications in sections V and VI should be signed by committeemen.

- B. Form of and Authority for Signatures. Signatures should be in the forms indicated below as correct. The community and county committee must determine that each person who signs an application in a representative or fiduciary capacity (as agent, attorney-in-fact, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the committee does not have knowledge of the fact that such person is properly authorized to sign in such capacity, the committee should require the presentation of documentary proof of authority (refer to Form ACP-16 for a detailed explanation of what types of documentary authority should be accepted). Documentary proof of authority in such cases may be returned to the producer or retained in the county office files with the county office copy of the application. It should not be forwarded to the State office.

Form of Signature

	<u>Correct</u>	<u>Incorrect</u>
By an individual	John Doe	
By a sole proprietor operating under a trade name	XYZ Company By John Doe, Sole Proprietor	XYZ Company By John Doe
By an agent	John Doe By Henry Smith, Agent	Henry Smith, Agent, <u>or</u> John Doe by Henry Smith
For a corporation	ABC Company, Inc. by John Doe, President (Or appropriate title)	John Doe, President, <u>or</u> ABC Company, Inc. by John Doe
For a partnership	Smith and Jones by Henry Smith, partner	Smith and Jones, <u>or</u> Smith and Jones by Henry Smith
By an executor	John Doe, Executor of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, <u>or</u> John Doe, Executor
By Co-Executors	John Doe, Richard Roe, Co-Executors of the Estate of Henry Smith, Deceased	John Doe, Richard Roe, Co-Executors
By an administrator	John Doe, Administrator of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, <u>or</u> John Doe, Administrator
By a guardian or committee	John Doe, Guardian (or Committee) <u>or</u> Henry Smith, Minor (or Incompetent)	John Doe, Guardian
By a receiver or liquidator	John Doe, Receiver (or Liquidator) of ABC Co.	ABC Company, <u>or</u> John Doe, Receiver
By a trustee	John Doe, Trustee for the Heirs of the Henry Smith Estate	Heirs of the Henry Smith Estate, <u>or</u> John Doe, Trustee

The title of any State, county, municipal, or Federal officer must be given with his signature.

Sec. 5. CERTIFICATION. The supervisor or community committeeman who inspected the farms included under the application will sign the "Certificate of Inspection", section V of the application for payment. One member of the county committee will sign the "Certificate of County Committee", section VI of the form. In addition, two committeemen, including one who executed the "Certificate of Inspection" or the "Certificate of County Committee", should initial any changed figures or erasures which appear on the application. If a single application is submitted with respect to two or more farms located in different counties, a county committeeman in each such county should sign.

Excess General Depleting Crops. Where the 1937 acreage of general soil-depleting crops exceeded the general base, it will be necessary that the county committee determine whether such excess was required for home consumption on the farm or to replace a shortage of feed due to drought, flood, or other unfavorable weather conditions in 1936 or 1937. If the county committee finds that such excess was for either of such purposes, the words "was not" should be stricken from the part of the certification headed "Excess Depleting Crops". If the facts do not warrant such a finding by the county committee, the word "was" should be stricken out.

Deficiency of Soil-Conserving Crops for Meeting Minimum and Excess General Depleting Crops Under Flood or Drought Conditions. If the county committee finds that the growing of general soil-depleting crops to replace a shortage of feed due to flood, drought, or other unfavorable weather conditions, in 1936 or 1937, caused the 1937 acreage of soil-conserving crops to be less than the minimum acreage of conserving crops, and that all cropland was devoted to either soil-depleting or soil-conserving crops, the words "was not" should be stricken from the part of the certification headed "Deficiency of Conserving Crops" in section III of Form ECR-119; but if the facts do not warrant such a finding by the county committee the word "was" should be stricken out.

Issued October 7, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

EAST CENTRAL DIVISION

1937 Agricultural Conservation Program - East Central Region
Kent County, Maryland

ECR-B-102, Part XI-K is comparable with ECR-B-102, Part XI (for use in the States of Delaware and Maryland), but will be used only in Kent County in connection with the special program for the county. JAN 4 1938

PREPARATION OF APPLICATION FOR PAYMENT

Form ECR-119-K, "Application for Payment", will be prepared by the county office in triplicate. The original (Form ECR-119-K) and one copy (Form ECR-119-K) will be sent to the State office and the other copy retained in the county office. One or more farms may be included under a single application. An application may not be submitted for part of the farm. Applications for payment should be numbered serially. The serial number of the work sheet may be used for the application. Care should be exercised to avoid duplicating numbers.

In preparing the application for payment the county office will use information recorded for each farm on Form ECR-102, "Statistical Summary", the farm map and on the county office form entitled "Kent Farm Plan and Check Sheet - 1937".

Section 1. Farming Plan, Performance and Payments.

A. Farming Plan. The county office will enter on each application the allotted acres of depleting crops; the acres of soil-conserving crops (i.e., cropland minus the sum of the soil-depleting crops in 1937 and the acres of normal idle cropland for the farm); the acres of soil-building practices (i.e., $\frac{2}{3}$ of the total acres of practices including any practices approved for the county); and the acres of special soil-building practices (i.e., $\frac{1}{3}$ of the total acres of practices for the farm, not including the seeding of red clover) established for the farm. For those applications covering farms for which approval was given of an acreage of soil-depleting crops in 1937 from 10 to 25 percent above the allotted acreage for the farm, the County office will enter the approved acreage. Indicate the first group of practices by the letter "A" and the second group by the letter "B".

B. Performance in 1937. The county office will enter the acres of depleting crops and the acres of conserving crops (i.e., the acres of cropland minus the

sum of the depleting crops and the idle cropland found on the farm in 1937), the total acres of general soil-building practices, and the acres of special soil-building practices carried out on the farm in connection with the 1937 Program.

C. Farm Allowance. The county office will enter the acres of cropland in the farm and the rate of payment per acre, but will not enter the farm allowance. The county office will also enter the acres of normal idle cropland on the farm.

D. Division of Payment. The county office will enter under "Division of Payment" the name and address of each person who is entitled to share in the crops grown on the farm in 1937 or in the proceeds thereof. Under the heading "Share of Crops" opposite the name of each producer the county office will enter the share of the crops (or the proceeds thereof) to which each producer is entitled under the lease or operating agreement for the farm. If the County Committee finds that the payment which would be made to producers on the basis of their shares in the crops (or the proceeds thereof) does not accurately measure the contribution of the respective producers toward carrying out the farming plan established for the farm, entries will be made under the heading "Producer's Agreement", opposite the name of each producer to show the portion of the payment to which each producer is entitled under the agreement of all producers on the farm.

E. Entries in Other Spaces in Section I of Form ECR-119-K. The County office will make no entries in other spaces of Section I.

Section 2. Other Farms Owned or Operated. If a person is interested as owner or share-tenant in two or more farms located in Kent County which are included under two or more applications for payment, a cross reference on such applications (by entering serial numbers in section II in each of the applications) will be necessary if no payment can be made under one or more of the applications. If the County office determines that a payment can be made under each of the respective applications, no cross reference will be necessary. Where a cross reference is made on two or more applications, they should be grouped together when submitted to the State office.

Section 3. Obtaining Signatures. When the application has been filled in, the signatures of the interested producers should be obtained. Each producer should sign in the space immediately beneath his name and address. Signatures should be in ink whenever practicable. If, however, an application is signed with pencil, the signature must not be traced in ink. Each signature by mark must be witnessed by one person who must sign his name in his handwriting. Witnesses are not required for signatures other than those made by mark. A producer interested

in the payments under the application may witness the signature of any other producer interested in such payments.

If for any reason the signature of a producer who otherwise should share in the payment cannot be obtained to an application, a statement of the reason why such producer did not sign should be written in the application in paragraph 6 of Section III. For example: "John Doe refused to sign"; or "John Doe cannot be located"; or "John Doe is traveling and cannot be reached".

Payment may be made to any producer whose signature cannot be obtained when the application is submitted if at some later time within the prescribed time limit such producer submits a supplementary application for payment. Any such supplementary application should be prepared by making a copy of the application originally submitted. This copy should be marked "Supplementary". Only the producer who did not sign the original application should sign the supplementary application.

Form of and authority for Signatures. Signatures should be in the forms indicated below as correct. The Community and County Committees must determine that each person who signs an application in a representative or fiduciary capacity (as agent, attorney-in-fact, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the committee does not have knowledge of the fact that such person is properly authorized to sign in such capacity the committee should require the presentation of documentary proof or authority (refer to Form ACP-16 for a detailed explanation of what types of documentary authority should be accepted). Documentary proof of authority in such cases may be returned to the producer or retained in the County office files with the County office copy of the application. It should not be forwarded to the State office.

Form of Signature

	<u>Correct</u>	<u>Incorrect</u>
By an individual	John Doe	
By a sole proprietor operating under a trade name.	XYZ Company By John Doe, Sole Proprietor	XYZ Company By John Doe
By an agent	John Doe By Henry Smith Agent	Henry Smith, Agent or John Doe by Henry Smith

Form of Signature

	<u>Correct</u>	<u>Incorrect</u>
For a corporation	ABC Company, Inc. By John Doe, President (Or appropriate title)	John Doe, President <u>or</u> ABC Company, Inc. by John Doe
For a partnership	Smith and Jones by Henry Smith, Partner	Smith and Jones <u>or</u> Smith and Jones by Henry Smith
By an executor	John Doe, Executor of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, <u>or</u> John Doe, Executor
By co-executors	John Doe, Richard Roe, Co-Executors of the Estate of Henry Smith, Deceased	John Doe, Richard Roe, Co-Executors.
By an administrator	John Doe, Administrator of the Estate of Henry Smith, Deceased	Estate of Henry Smith, Deceased, <u>or</u> John Doe, Administrator
By a guardian or committee	John Doe, Guardian (or Committee) Henry Smith, Minor (or incompetent)	John Doe, Guardian
By a receiver or liquidator	John Doe, Receiver (or Liquidator) of ABC Company	ABC Company, <u>or</u> John Doe, Receiver
By a trustee	John Doe, Trustee for the Heirs of the Henry Smith Estate	Heirs of the Henry Smith Estate, <u>or</u> John Doe, Trustee

The title of any State, county, municipal or Federal officer must be given with his signature.

Section 4. Certification. (Section IV, "Certificate of Inspection", and Section V, "Certificate of County Committee", on Form ECR-119). The supervisor or community committeemen who inspected the farm(s) included under the application will sign the "Certificate of Inspection". One member of the County Committee will sign the "Certificate of County Committee". In addition, two committeemen, including one who executed the "Certificate of Inspection" or the "Certificate of County Committee", should initial any changed figures or erasures which appear on the application.

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Parts I and II of ECR-B-102 relate to the preparation of Form ECR-101, "Statistical Summary for Areas with Two or More Bases", and Form ECR-102, "Statistical Summary", respectively, and are applicable throughout the region. Parts I and II of ECR-B-102 were not

published as such, as the instructions contained therein related chiefly to the mechanical procedure of filling out the statistical summary form.

Part III of ECR-B-102 relates to requests by producers for triple superphosphate and is applicable in North Carolina, Tennessee, Virginia, and Kentucky.

Part IV of ECR-B-102 relates to increases in tobacco soil-depleting bases in conjunction with decreases in soil-depleting bases for other kinds of tobacco and is applicable in Kentucky, Tennessee, and Virginia.

Part V of ECR-B-102 relates to the preparation of Form ECR-109, "Statement of 1937 Bases and Allowances", and Form ECR-110, "1937 Bases and Allowances", and is applicable throughout the region.

Part VI of ECR-B-102 relates to farms cooperating in programs of the Soil Conservation Service of Resettlement Administration and is applicable throughout the region.

Part VII of ECR-B-102 relates to the procedure of determination of performance and is applicable in Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

Part VII-W of ECR-B-102 relates to the procedure of checking performance and is applicable in White County, Tennessee.

Part VII-J of ECR-B-102 relates to the procedure of checking performance and is applicable in Johnson County, Tennessee.

Part VII-G of ECR-B-102 relates to the procedure for checking performance and is applicable in Guilford County, North Carolina.

Part VIII of ECR-B-102 relates to the preparation of the application for payment and is applicable in the States of Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

Part VIII-W of ECR-B-102 relates to the preparation of the application for payment and is applicable in White County, Tennessee.

Part VIII-J of ECR-B-102 relates to the preparation of the application for payment and is applicable in Johnson County, Tennessee.

Part VIII-G of ECR-B-102 relates to the preparation of the application for payment and is applicable in Guilford County, North Carolina.

Part IX of ECR-B-102 relates to the preparation of Form ECR-111, "Summary of Statement of 1937 Bases and Allowances", and Form ECR-112, "Summary of 1937 Bases and Allowances", and is applicable throughout the region.

Part X of ECR-B-102 relates to the procedure for determination of performance and is applicable in the States of Delaware and Maryland.

Part XI of ECR-B-102 relates to the preparation of the application for payment, Form ECR-119, and is applicable in the States of Delaware and Maryland.

Part XI-K of ECR-B-102 relates to the preparation of the application for payment and is applicable in Kent County, Maryland.